SHARE
IT Support

How To Change Your Password

Remember you will need to open the Microsoft Edge web browser to do this. It will not work in Google Chrome.

On the **Start Portal** over on the right-hand side under the "**Resources**" section, you will see "**Change school/work password**". Click on this.

Resources
- Change school/work password
- My Ed App
- Every System
- Every System (HR/Payroll)
- Access Orders
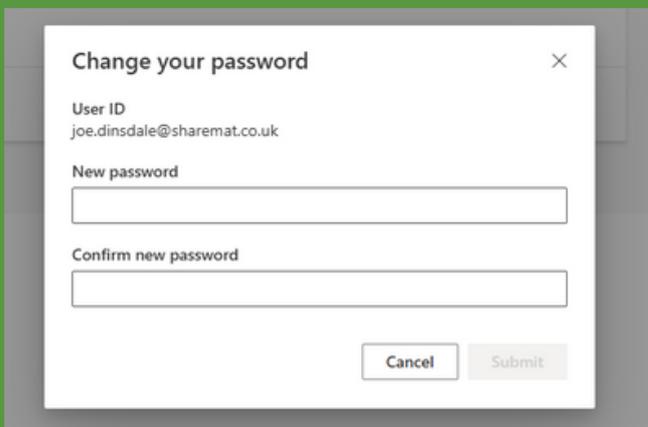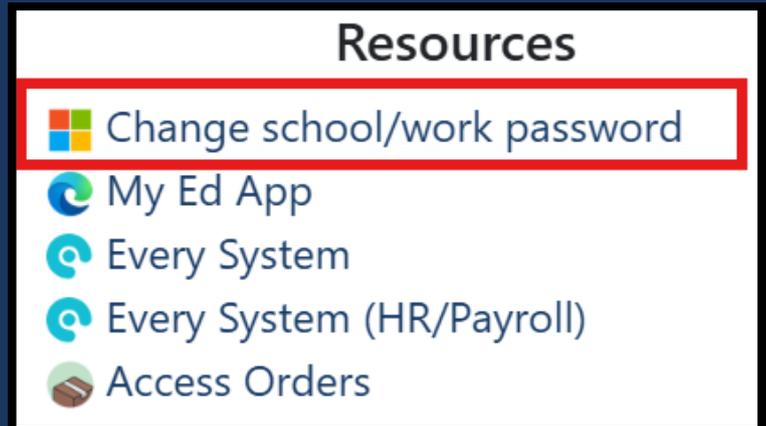
Change your password

User ID
joe.dinsdale@sharemat.co.uk

New password

Confirm new password

Cancel   Submit

You will then be redirected to a new web page, you will be presented with a popup asking you to enter a new password.

Remember your new password must meet the minimum requirements:

At least 12 characters long.
It must be something only you know.
You cant reuse the same password within 12 months.

The following are examples of acceptable password:
feel-blue-0723   love-cats-0611   tear-hour-0425

Then just click "**Submit**" and you will see a confirmation that your password was changed.