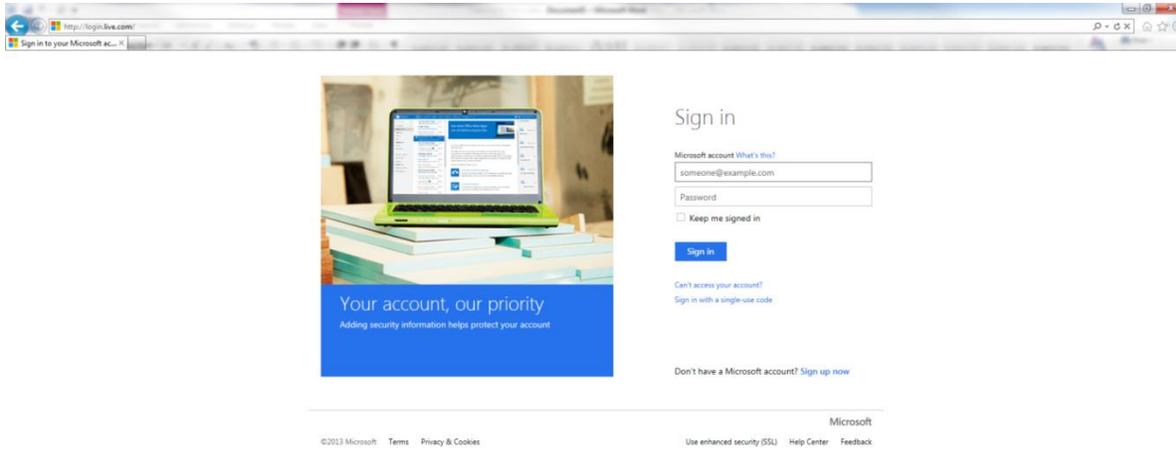
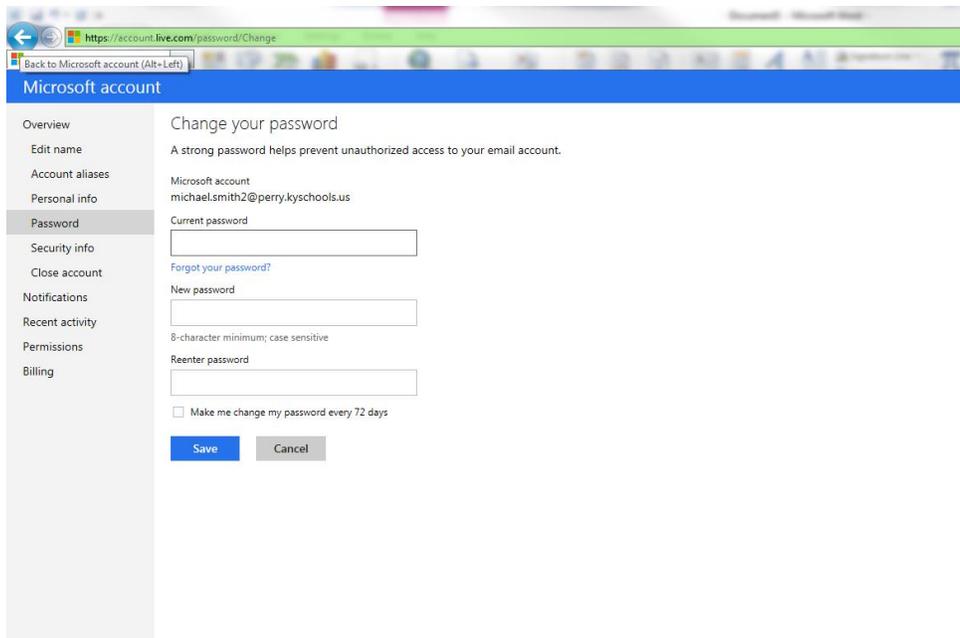


# Process for Changing Passwords on Student Tablets

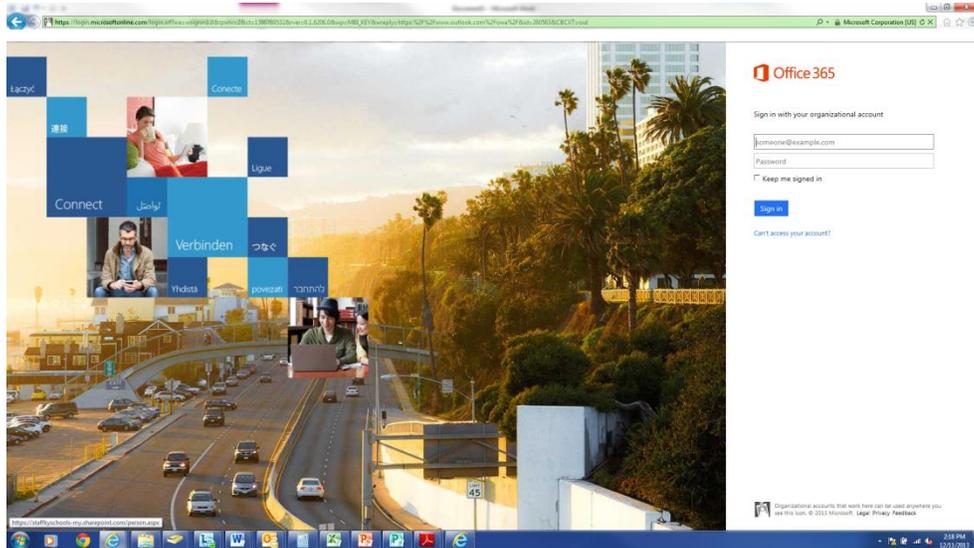
1. Students need to login to their Microsoft Live account at: [www.login.live.com](http://www.login.live.com)



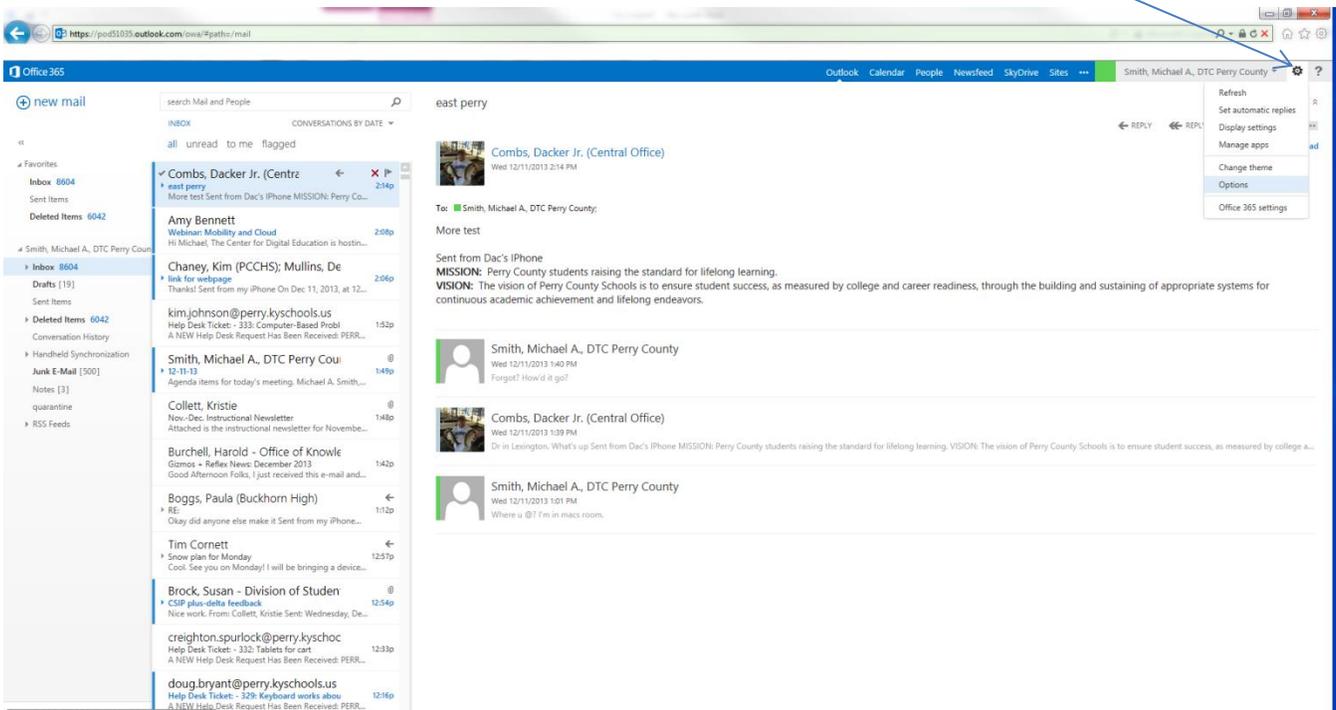
2. After they login they will get to the default page. Users should click on password and then they will have the option to change the password. Users can't use any previous password or passwords with either the first or last name in it. All passwords must be 8 characters with at least 1 number.



- After the password is changed in Microsoft Live then the students must go to office 365 and sync their password with their live password in order for all the apps and everything to function efficiently on the surface tablet. Go to the Perry County Schools website ([www.perry.kyschools.us](http://www.perry.kyschools.us)) and click webmail and login with their student e-mail account.



- When they login to Office 365 users will need to click the gear beside their name and click on options and that will take them to a menu that will allow them to change their password.



In order for the Windows Surface RT device to work properly both passwords must be synced. If you need further assistance with this please place a help desk ticket at the following link:  
[http://www.thinkhelpdesk.com/perrystudents/usr\\_job.cfm](http://www.thinkhelpdesk.com/perrystudents/usr_job.cfm)