CHANGING YOUR PASSWORD

You need to know your current email address and password. If you don't have that information, reach out to your technology contact.

Go to https://sso.k12.wv.us/o/user/login
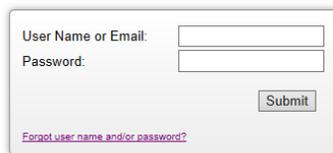
Enter your **username/email address and password.**

Once you have authenticated, click on **Portal** in the upper left-hand corner of the screen.

You will see the items available to you; click on **User Profile**.

Change Password

This will change your password for Webtop AND Office 365.

Wait 10 minutes for it to sync, then login to Office 365 using your new password by going to **https://office.com** in any browser.