

CHANGING YOUR PASSWORD

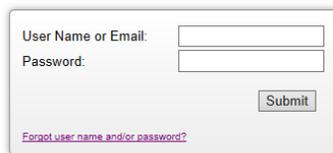
You need to know your current email address and password. If you don't have that information, reach out to your technology contact.

Go to <https://sso.k12.wv.us/o/user/login>

WVDE Authentication Portal

SSO Login

The application **Webtop User Profile** is asking you to log in with your SSO username or email address.



A login form with two input fields: "User Name or Email:" and "Password:". Below the fields is a "Submit" button. At the bottom left of the form is a link that says "Forgot user name and/or password?".

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.