

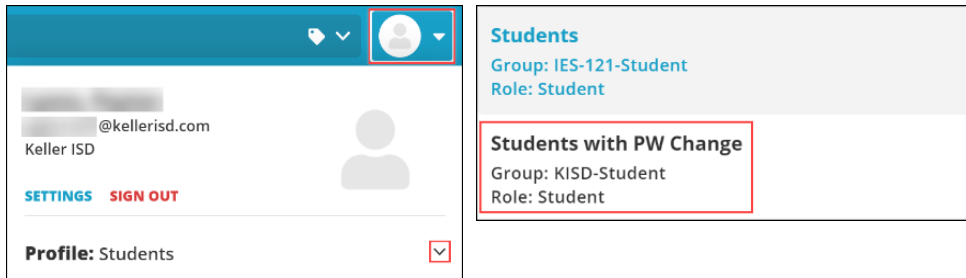
KISD students will use these instructions to change their network password.

Login

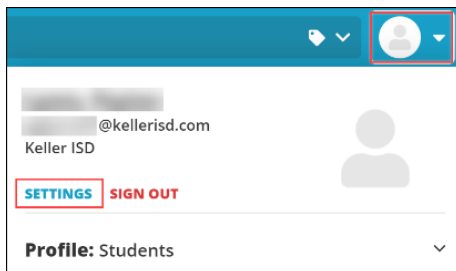
1. **LOGIN** to [KCloud](#).

Password Recovery

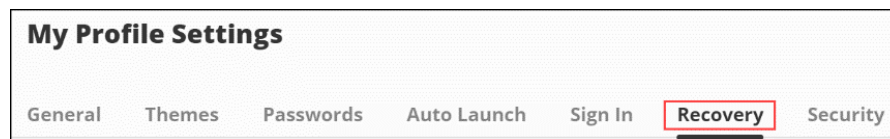
1. In K-Cloud, click on the drop-down arrow beside your **PROFILE AVATAR** in the top right corner of the screen, then click the drop-down arrow beside the **PROFILE** field and select **STUDENTS WITH A PASSWORD CHANGE**.



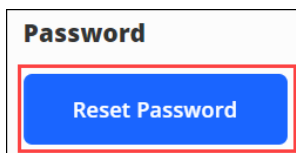
2. Again, click the drop-down arrow beside your **PROFILE AVATAR**, and now select **SETTINGS**.



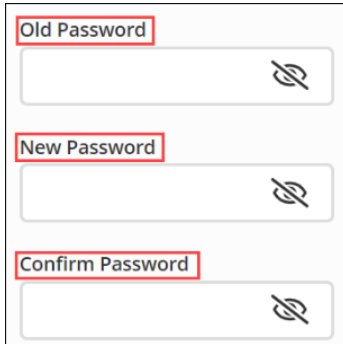
3. Select on the **RECOVERY** tab.



4. Click **RESET PASSWORD**.



5. Enter your **OLD PASSWORD**, **NEW PASSWORD**, then **CONFIRM PASSWORD**.
 - a. Your new password cannot be a password that you have used in your last five password changes
 - b. Your new password must contain a minimum of 8 characters including 1 number, 1 uppercase letter, 1 lowercase letter, and 1 special character



A screenshot of a password change form. It contains three input fields, each with a red box around its label: 'Old Password', 'New Password', and 'Confirm Password'. Each field has a small icon of a crossed-out eye to its right, indicating a toggle for password visibility.

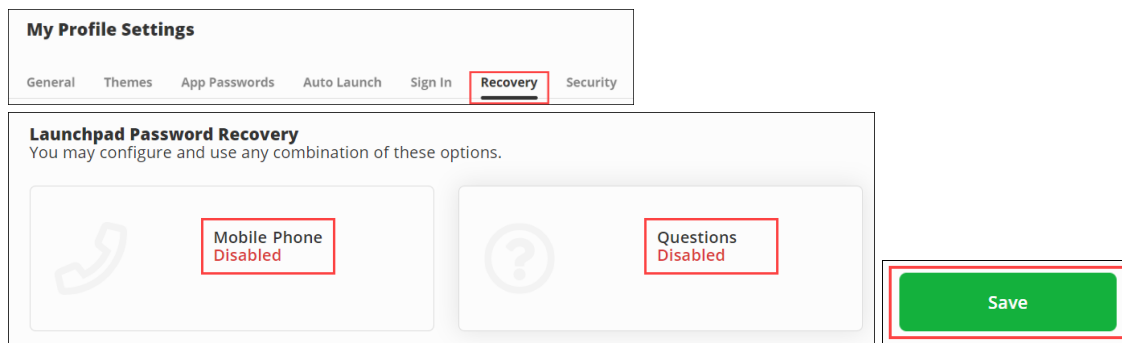
6. Click **SAVE**



A screenshot of a green rectangular button with the word 'Save' written in white text. The button is highlighted with a red border.

Security Questions

1. Select the **RECOVERY** tab. Within this tab you can click any of the options to configure your **COMMUNICATIONS PREFERENCES**.
2. Select your **COMMUNICATION PREFERENCE(S)**, enter the required information for each selection, then **SAVE** each selection. *NOTE: Questions should have an answer that will never change and are hard for anybody but yourself to answer. Keep your answer simple and type in in lowercase.*
 - a. Mobile Phone - when enabled, your mobile phone number will be used to send a password recovery text message
 - b. Questions - when enabled, the security questions you selected will be used to confirm your identity



A screenshot of the 'My Profile Settings' page. The 'Recovery' tab is selected and highlighted with a red box. Below the tabs, there is a section titled 'Launchpad Password Recovery' with the text 'You may configure and use any combination of these options.' There are two options: 'Mobile Phone Disabled' and 'Questions Disabled', both with red boxes around their labels. A green 'Save' button is located to the right of these options.

Your password change is now complete. Should you require additional support, please ask your teacher to submit a tech help ticket on your behalf or call (817) 744-1200.