

Syncing all account Passwords

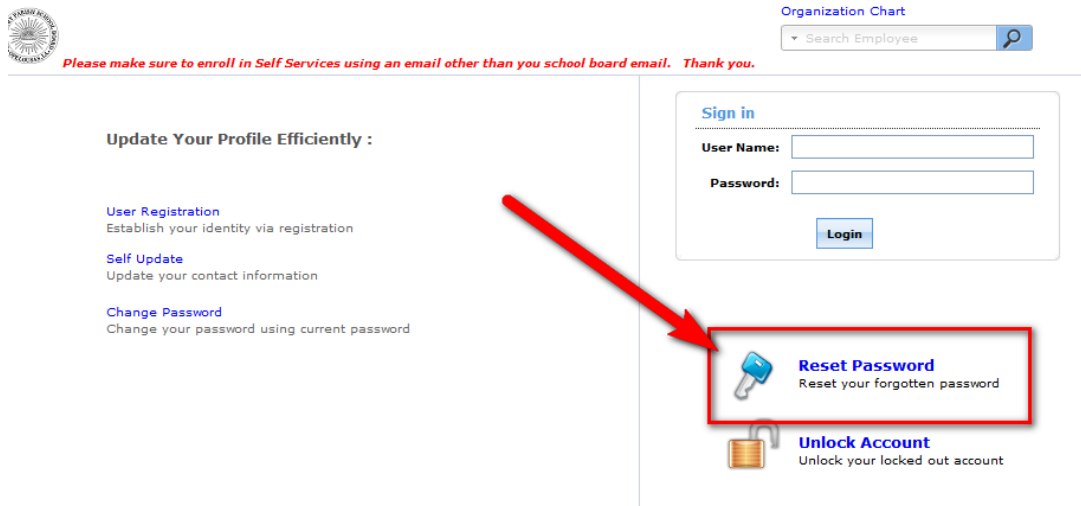
These instructions will sync your password on your computer, email, Jcampus, and google. Please remember the password you use.

1. Go to www.slp.k12.la.us, Once there click on I want to.. At the top right of the page.



2. Also click on slpsb web Email and open your email, as you will be needing that later.
3. Click on change my email and login password that will bring you to this page.

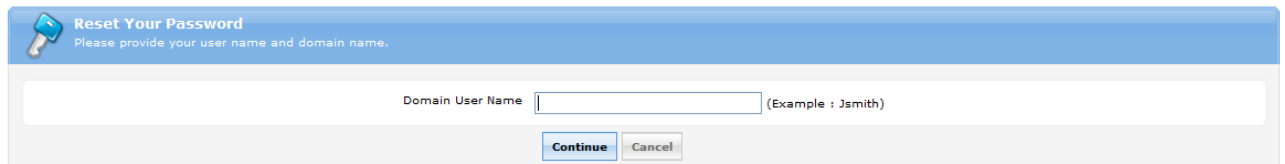
4. Click the blue words Reset password



The screenshot shows the Self Services portal interface. At the top left is the organization's logo. To the right is a search bar labeled "Organization Chart" with a "Search Employee" button. Below the logo is a red message: "Please make sure to enroll in Self Services using an email other than you school board email. Thank you." The main content area is titled "Update Your Profile Efficiently :" and lists three options: "User Registration" (Establish your identity via registration), "Self Update" (Update your contact information), and "Change Password" (Change your password using current password). To the right of this list is a "Sign in" section with fields for "User Name:" and "Password:", and a "Login" button. Below the "Sign in" section, the "Reset Password" option is highlighted with a red box and a red arrow. It includes a key icon and the text "Reset Password" and "Reset your forgotten password". Below this is the "Unlock Account" option, which includes a padlock icon and the text "Unlock Account" and "Unlock your locked out account".

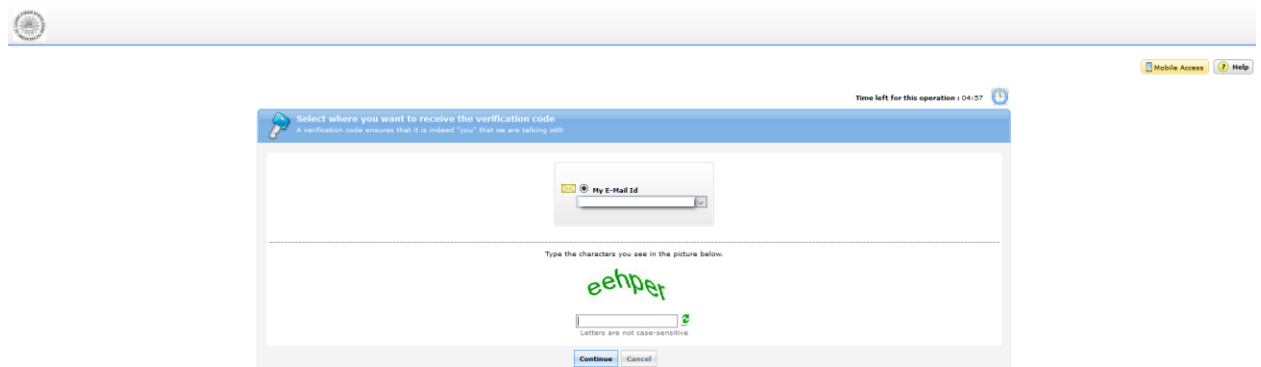
5. Enter your username (usually three initials and last four)

Example:AAA1234



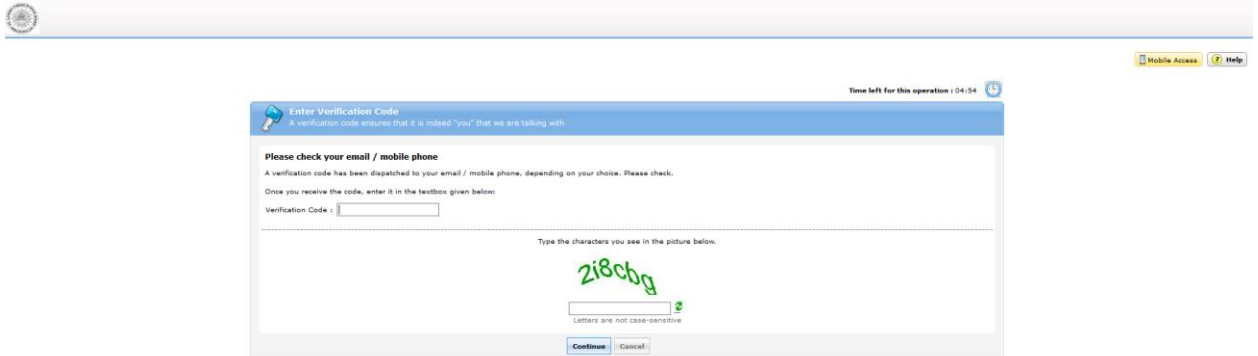
The screenshot shows the "Reset Your Password" form. The title bar is blue with a key icon and the text "Reset Your Password". Below the title bar is a light blue box with the text "Please provide your user name and domain name." Below this is a large white input field labeled "Domain User Name" with a placeholder text "(Example : Jsmith)". To the right of the input field are "Continue" and "Cancel" buttons.

6. Verify your email in the top and enter the characters in the image and click continue.

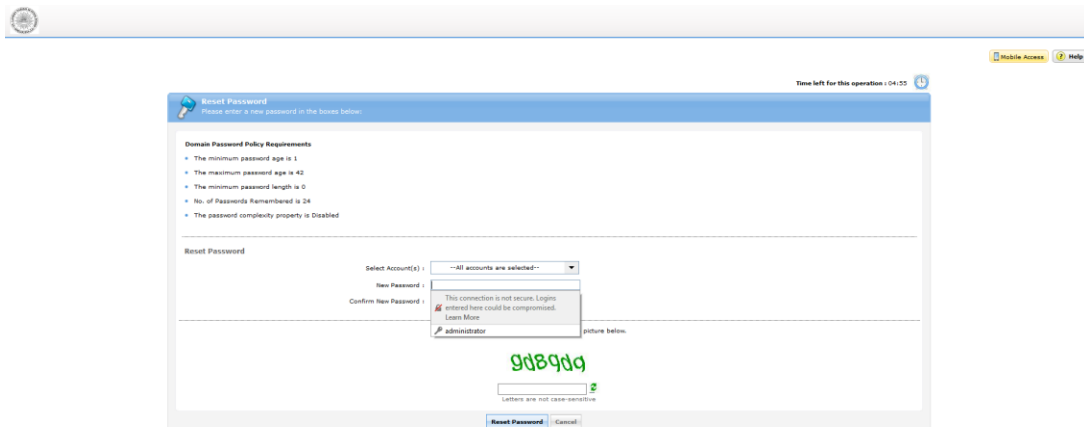


The screenshot shows the email verification step. At the top is a blue header bar with the text "Select where you want to receive the verification code" and a key icon. Below the header bar is a light blue box with the text "A verification code assures that it is indeed 'you' that we are talking with." Below this is a dropdown menu labeled "My E-Mail Id" with a search icon. Below the dropdown menu is a large white input field. Below the input field is a CAPTCHA image showing the text "eehper" in green. Below the CAPTCHA image is a small input field with a question mark icon and the text "Letters are not case-sensitive". To the right of the input field are "Continue" and "Cancel" buttons. In the top right corner of the page, there is a timer that says "Time left for this operation : 04:57" and a "Mobile Access" button.

7. Open your email to find the email with the verification code (this may take a few minutes). Copy and paste the verification code in the box, and type the characters in the image. Then, hit continue.



8. Enter your new password and confirm the new password. (you can also use your old password). Then, enter the letters in the picture and click continue. (If you can't get to the box hit refresh in your browser ʘ)



9. Verify last page that google was changed.



10. All your passwords are now changed. Please wait 5-10 min for the change to be across all systems.

***PLEASE REMEMBER: This changes your computer login, your email, your Jcampus and google passwords.**

How to Sign into GOOGLE for St. Landry Parish

1. Go To <https://myaccount.google.com/>
2. Sign in with your full account name (EX:
ABC1234@slp.k12.la.us)
Put in your password