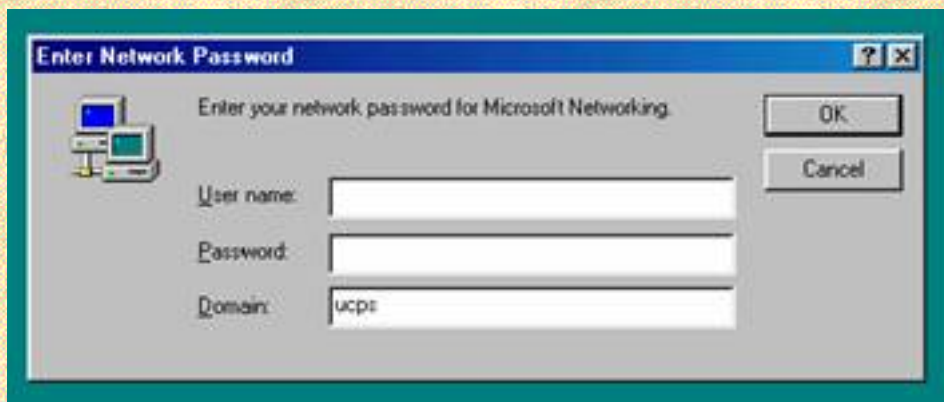
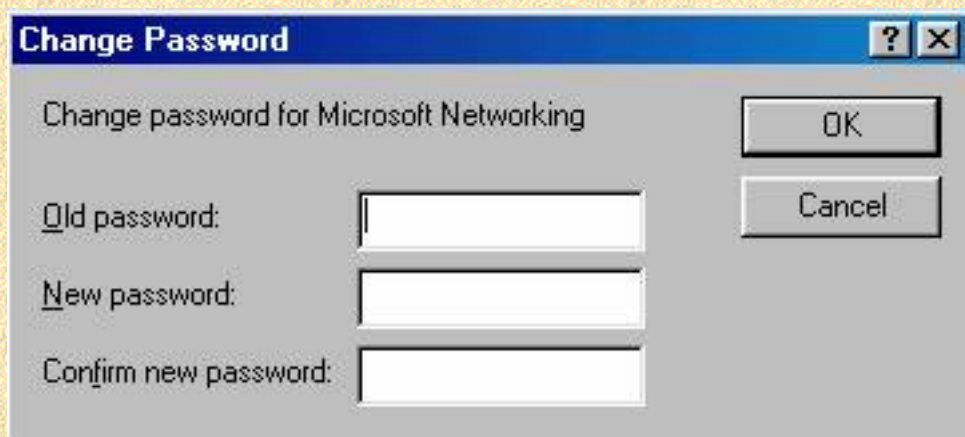


# How to logon the network.

At the logon screen enter your user name or ID and then enter your password. If this is the first time you are logging on your password will be blank or could be the word password.



After logging on you are informed that your password has expired you should click ok to the message and you will be given a password change box.



- 1) At the password change box type your old password (the password you use to access the network).
- 2) At the new password box type a new password that you wish to have.
- 3) In the last box confirm the new password by typing it again.

**You should receive a message informing you that your password successfully changed.**

**If you have problems changing your password you should submit a ticket (tickets can be found in the main office) or email to your local technology dept.**

**After you have finished make sure you log off by going to start and then up to log off.**



**Send mail to [Administrator](#) with questions or comments about this web site.**

**Union County Public Schools**

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**[Policy of Nondiscrimination](#)**