

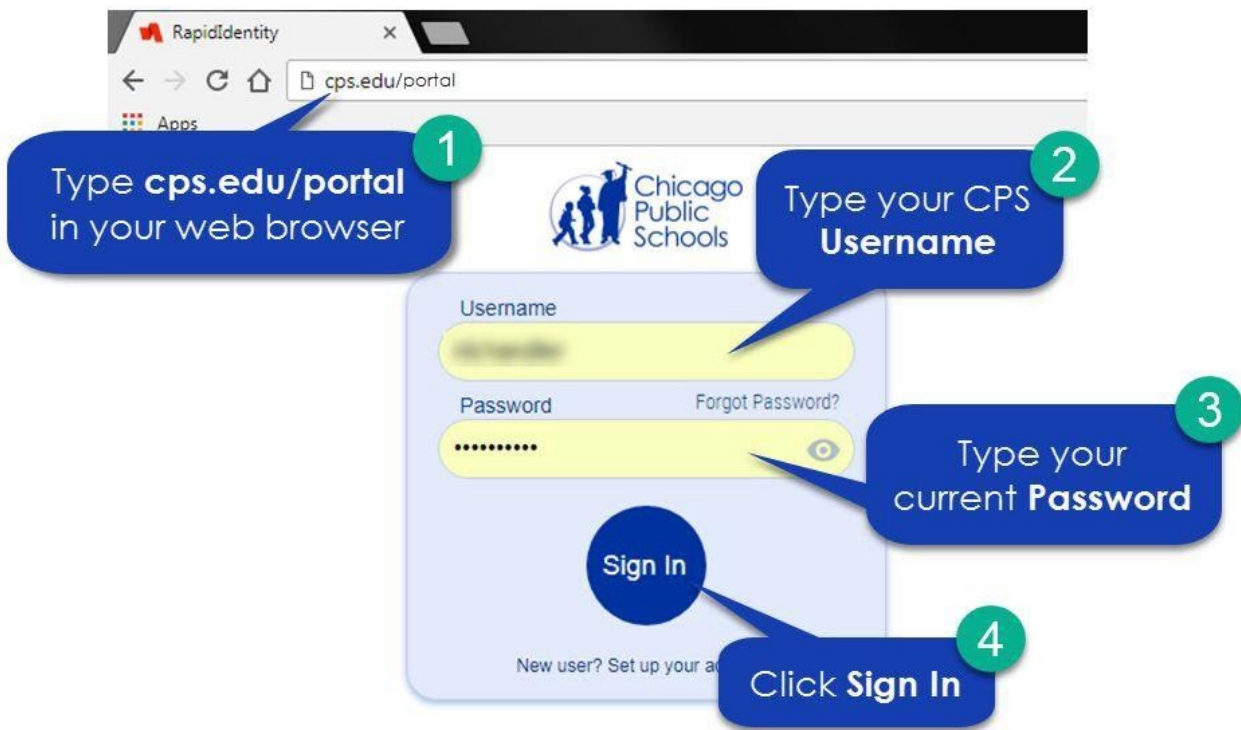
Changing Your Password Before It Expires

If you want to change your password and it has not already expired, follow the instructions below.

1. Click on this link: cps.edu/portal, or type cps.edu/portal in your web browser.
2. Type in your CPS **Username**.

NOTE: Your username is the first part of your email address without the “@cps.edu.”

3. Type in your CPS **Password**.
4. Click **Sign In**.



After you click **Sign In**, you will see the screen below for **Step 5**.

5. Click on the picture of the **key icon**.



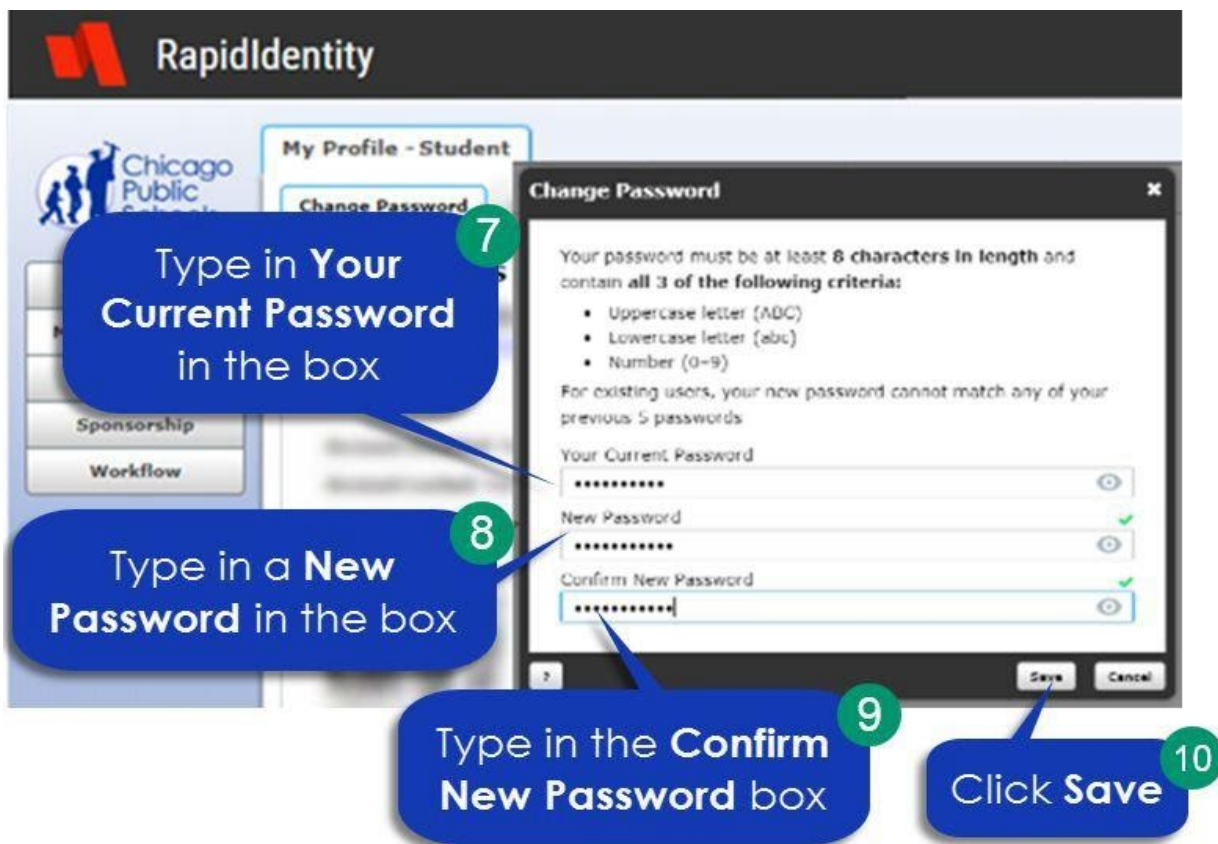
After you click on the picture of the **key icon**, you will see the screen below for **Step 5**.

6. Click on the **Change Password** button.



After you click **Change Password**, you will see the screen below for **Step 7**.

7. Type in Your **Current Password** in the box.
8. Type in a **New Password** in the box.
9. Type the same new password in the **Confirm New Password** box.
10. Click **Save**.



After you click **Save**, you will see the screen below for **Step 11**.

11. Click **OK**.

