

**School passwords only last 60 days. If you change your password on June 10<sup>th</sup> that means it will only last until August 9<sup>th</sup>.**

To change your password over the summer you can do one of the following:

1. **Recommended:** Students and staff are highly encouraged to register for Self-Service Password Reset (SSPR). SSPR allows you to reset your password and unlock your account from any Internet connected device. Go here for instructions on how to register for SSPR: <https://tinyurl.com/fschsspr> if you have not already done so. You only need to do this once.
  - a. Once you have registered for SSPR, the following link can be used to change your password from any Internet connected device:  
<https://account.activedirectory.windowsazure.com/changepassword.aspx>
2. Call the Department of Technology Customer Service Help Desk at 263-1111 and request a new password. The Help Desk will be open Monday – Thursday from 7:00 am to 5:30 pm, excluding holidays.
3. Contact the Technology Support Technician at FCHS at 757-648-5300 Ext. 85317 or [clpeter@vbschools.com](mailto:clpeter@vbschools.com) to schedule a password reset. FCHS will be open Monday – Thursday 7:00 am – 5:00 pm, excluding holidays.

At First Colonial High School, we have a goal to help our students, families and staff understand what it means to be a responsible digital citizen. Password management and protection is a significant part of fulfilling this duty and is required to stay secure in our digital world.