Managing Profiles and Passwords
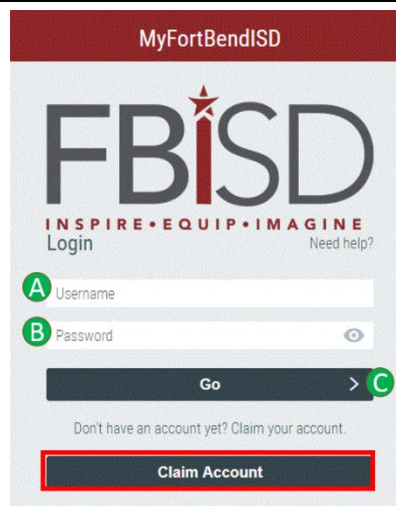
Audience: Students
Purpose: Updating passwords and managing accounts.

Step 1

Access the website https://my.fortbendisd.com
A. Login with your **FBISD Network Username**.
B. Enter your **FBISD Network Password**.
C. Select **Go.**

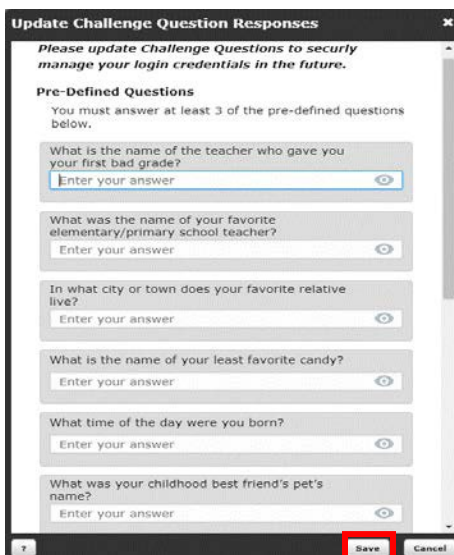**Note:** The *Claim Account* button is intended for **Authorized Personnel** only.

Step 2

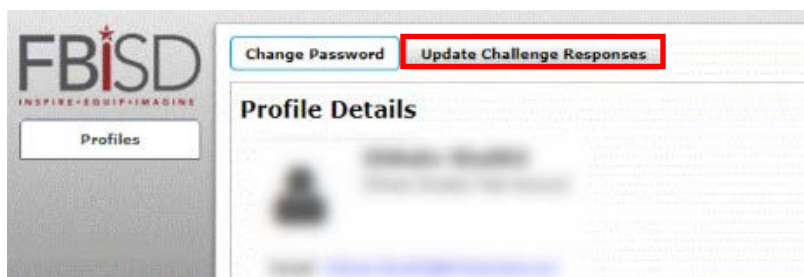### Update Your Challenge Question Responses

The first time you log into your account, you will be prompted to update your **Challenge Question Responses**. These challenge questions will be used to help create a new password, if you forget your current password.

- You must answer at least 3 of the **pre-defined questions.**
- Select **Save.**

Note: If you reset your password, you will **not** be able to use the last 4 password choices.

Once you have initially set your challenge question responses, you will have the option of updating your answer choices by selecting the **Update Challenge Responses** tab.
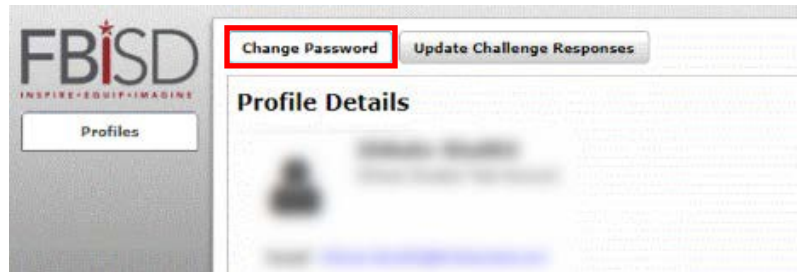
Managing Profiles and Passwords

Changing your Password

- Select **Change Password.**
- Enter the requested information.

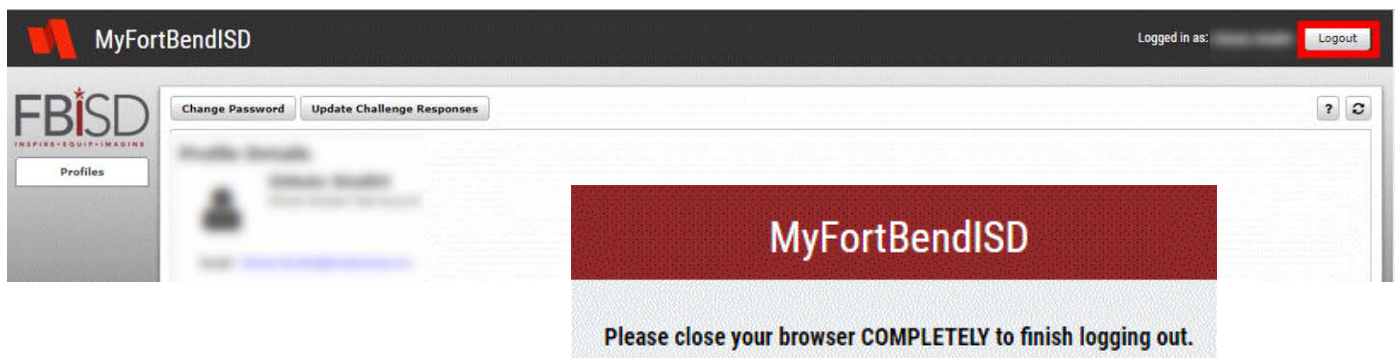***Note: Your password must be a minimum of 8 characters.**

D. If you do not see 2 green checks, verifying a match, you may click on the **eye icon** to verify that you have typed in the password correctly.

E. Select **Save**

Step 4

Very Important:

1. Please make sure you logout <u>and</u> close your browser to completely end your session!

2. If you have forgotten your network password and your challenge question answers, a teacher at your campus can assist with resetting your password and challenge question answers. FBISD Customer Service Center will not have access to do this task for students or parents.