

Cherry Hill Public Schools Password Change Instructions

Please see the instructions below for the details on how to change your password. Thank you in advance for your cooperation with this important security measure.

Requirements for passwords:

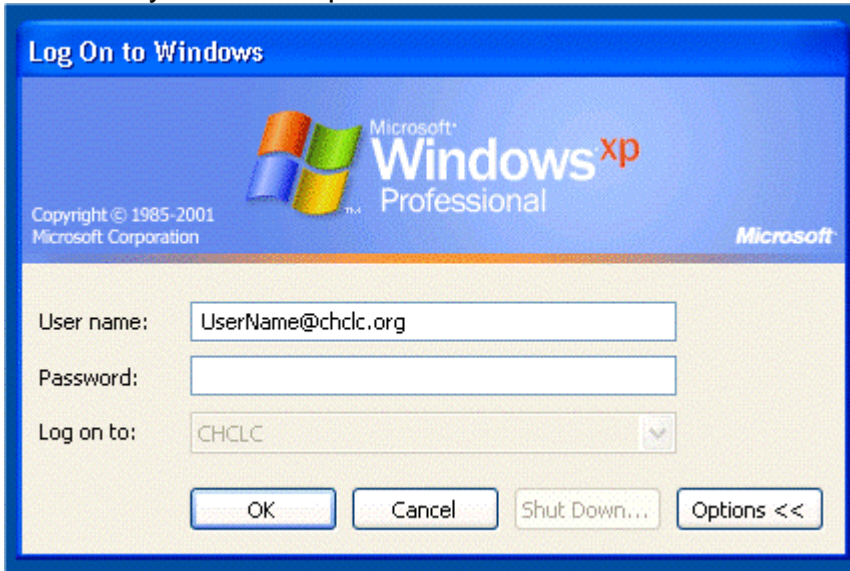
- Passwords must be a **minimum** of 6 characters long
- Passwords must contain at least 1 letter and 1 number
- You must create a new password which is different from your previous passwords
- Your password should be something that will be easy for you to remember, but something that would be difficult for another person to guess
- **Your employee number is NOT a valid password**

Make sure that you are logged off of ALL district computers before proceeding.

There are two ways to change your CHCLC password; **using a district computer**, or **from home through the internet**. Below are instructions for both methods.

To change your password while using a DISTRICT COMPUTER, please follow these steps:

- 1) Log in to any district computer using the CHCLC domain. To ensure you are using the CHCLC domain, type your **full email address** as the User name (Username@chclc.org) and enter your current password.



- 2) Once logged in, Press Ctrl + Alt + Delete and click the Change Password button.



- 3) Enter your **current** password in the “Old Password” box, and your new password in the “New Password” and “Confirm New Password” boxes.

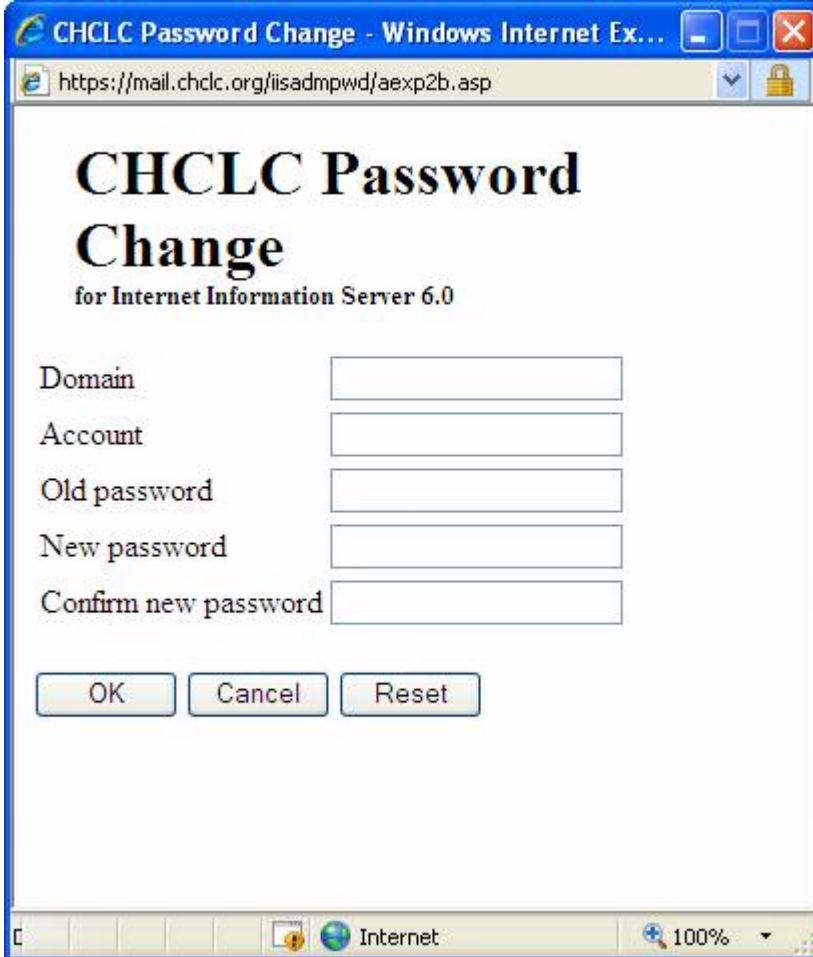


- 4) Click **OK** to accept the password change. If the password is invalid, you will receive an error and will have to choose a different password.

**To change your CHCLC password FROM HOME THROUGH THE INTERNET
please follow these instructions:**

- 1) Open **Internet Explorer**.
- 2) Browse to <http://www.chclc.org/password>.
- 3) Click the link "**Click here to change your password**" - *If you do not see a new window pop up, please temporarily de-activate your pop up blocker.*

The following webpage will appear.



The screenshot shows a web browser window titled "CHCLC Password Change - Windows Internet Ex...". The address bar displays "https://mail.chclc.org/iisadmpwd/aexp2b.asp". The main content area features the heading "CHCLC Password Change" in a large, bold, serif font, with "for Internet Information Server 6.0" in a smaller font below it. There are five input fields arranged vertically, labeled "Domain", "Account", "Old password", "New password", and "Confirm new password". Below these fields are three buttons: "OK", "Cancel", and "Reset". The browser's status bar at the bottom shows "Internet" and "100%" zoom level.

- 4) Enter the following information:

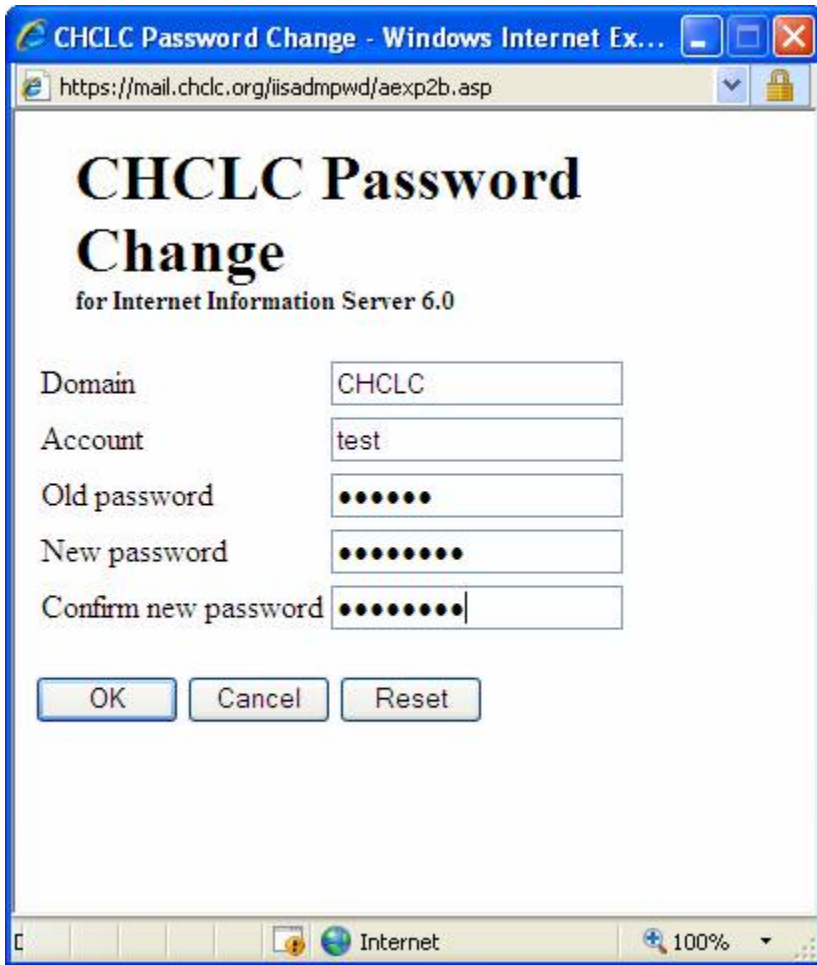
Domain: CHCLC

Account: Your user name

Old password: Your **current** password

New password: Your new password

Confirm new password: Your new password



5) Click **OK** to accept the password change.

If you should have any questions, please contact the District Technology Department at 856-489-7663 x3