

# eSchool Self-Serve Password Recovery Tool

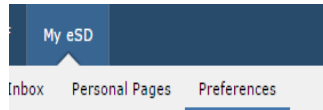
The first step in using the Self-Serve Password Recovery Tool, you must set up security questions:

- 1.) Log in to eSchool

- 2.) Click **My eSD**



- 3.) Select **Preferences**



- 4.) Click **Change Security Questions**



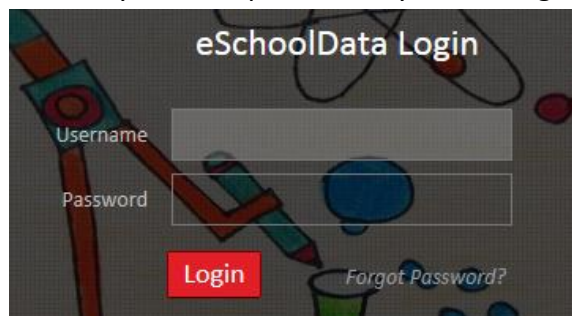
- 5.) In the Security Question window, select the desired Security Questions 1 – 3. All 3 questions are required. Click **Save Changes** after you are finished.

## Security Questions:

The following questions help us to verify your identity when using the automated password reset feature. Please choose an answer that is memorable but not easily guessed for each selected question. Each answer must be unique.

* Question 1:	Answer:
--Select--	<input type="text"/>
* Question 2:	Answer:
--Select--	<input type="text"/>
* Question 3:	Answer:
--Select--	<input type="text"/>

- 6.) Now, the **Forgot Password?** Link on the login page will generate an email to your email address, allowing you to reset your own password by answering the security questions.



**\*\*\*Please remember:** eSchool will lock you out after 3 attempts, so click **Forgot Password?** after your second attempt. Once you get locked out, you must contact Melissa O'Geary ([mogeary@valleystream13.com](mailto:mogeary@valleystream13.com)) to be unlocked.