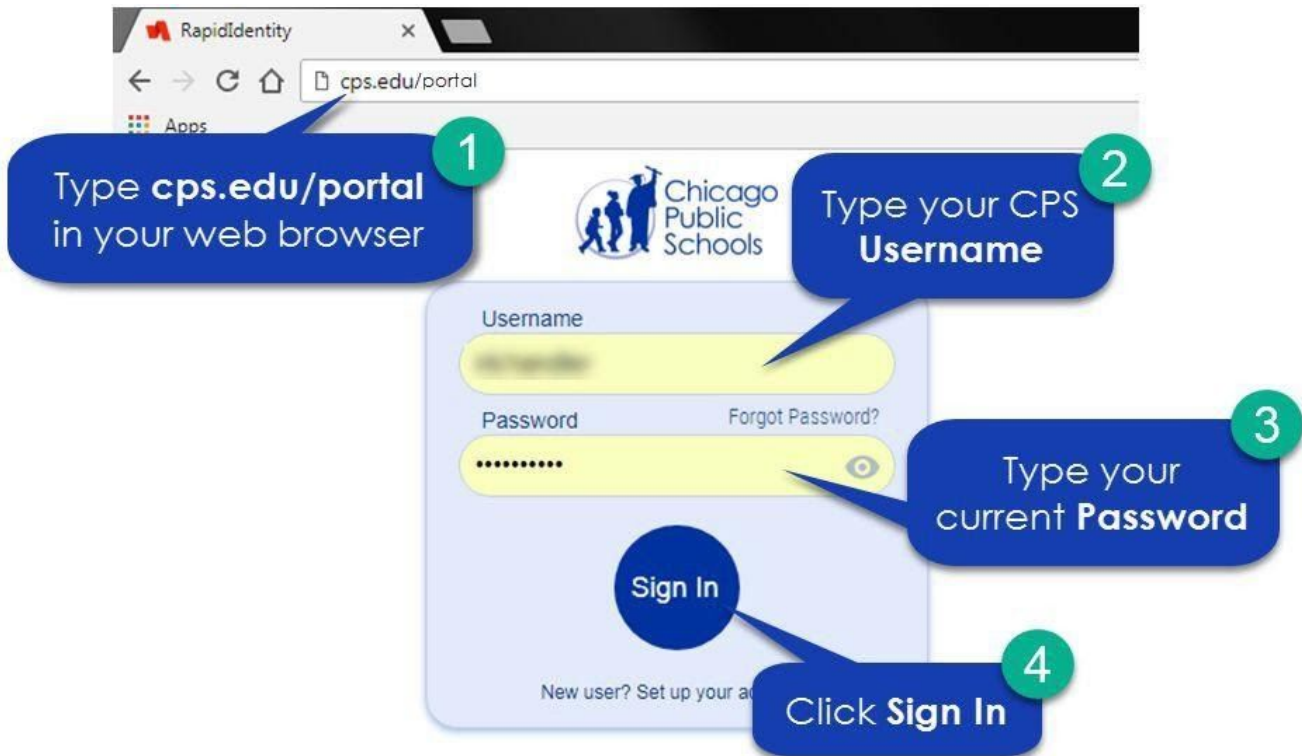


## Changing Your Password After It Expires

If you want to change your password and it has already expired, follow the instructions below.

1. Click on this link: [cps.edu/portal](https://cps.edu/portal), or type [cps.edu/portal](https://cps.edu/portal) in your web browser.
2. Type in your CPS **Username**.
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 **CLICK HERE to reset your password** link.



After you click **CLICK HERE to reset your password**, you will see the screen below for **Step 6**.

6. Type in a **New Password** in the box.
7. Type the same new password in the **Confirm New Password** box.
8. Click **Next**.



Your password must be at least **8 characters in length** and contain **all 3 of the following criteria**:

- Uppercase letter (ABC)
- Lowercase letter (abc)
- Number (0–9)

For existing users, your new password cannot match any of your previous 5 passwords

New Password

Verify Password

Next

Click **Next**

Type your new password **6**

Type your new password again **7**

Click on the **eye** to check your spelling

**8**

A screenshot of a password reset form for Chicago Public Schools. The form is light blue and contains instructions for password requirements: at least 8 characters and containing uppercase letters, lowercase letters, and numbers. It has two input fields: "New Password" and "Verify Password", each with an eye icon to toggle visibility. A "Next" button is at the bottom. Numbered callouts (6, 7, 8) point to the "New Password" field, the "Verify Password" field, and the "Next" button respectively. A grey callout points to the eye icon in the "New Password" field with the text "Click on the eye to check your spelling".