## How to Change Your Password in Aspen

- 1. Login to Aspen with your current password
- 2. Click on the "Set Preferences" tab in the top right corner of the screen
- 3. Click the "Security" tab
- 4. Click the "Change" link beside the "Password" option

	▼ 🔊 ▼ 🖃 🖶 ▼ Page ▼ Safety ▼ Tools ▼ 🕡 ▼ Set Preferences Log Off Family View
	Set Preferences - Internet Explorer
	https://aspen.ipsk12.net/aspen/userPreferences.do
	General Home Security Communication
	Primary email abc@gmail.com ×
	Security question
м	Confirm answer
6 13 20 27	OK Cancel

- 5. Enter your new password twice
- 6. Enter your old password when the "Security Options have Changed" screen pops up.
- 7. Click "Save"



8. Your new password will now be active