

# Oakland Schools Account/Password Information

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## Overview

Staff and student logins can be used to not only log into district devices, but also their Google account and some other synced platforms. Here you can find information on these logins, how to change your password, as well as the requirements that come with it.

If you are having troubles logging in, or the device you are using says you are locked out, you may have auto-locked your account after a set number of bad password attempts. This will auto-unlock after 30 minutes, or you can contact the Service Desk via call or livechat to get it unlocked manually right away.

## Password Change Requirements

All districts must follow 3 of the 4 password requirements below:

- At least one lowercase letter
- At least one uppercase letter
- At least one number
- At least one symbol

District	Character Minimum	Forced Expiration
Berkley	12+	Never
Clarenceville	12+	Never
Clawson	12+	Never
Farmington	12+	Never*
Ferndale	12+	Never
Holly	12+	Never
Lake Orion	12+	Never
Lapeer	12+	
Madison	12+	Never
Novi	12+	Never
Oakland Schools	12+	Never
Oak Park	12+	Never
OSTC	12+	Never
Pontiac	12+	Never
Royal Oak	12+	Never
Southfield	12+	Never
West Bloomfield	12+	Never

\*Farmington forced expiration and character minimum will change once all their devices are fully moved to OSLAN domain.

Passwords **cannot contain** your first or last name, the word "password", or any of your previous 10 passwords. Passwords also **cannot contain** "any part" of your name. This is defined as three or more characters in a row. For example, someone named John could not have a password containing "joh" or "ohn" (with any combination of uppercase and lowercase letters).

While good passwords are at least eight characters in length a secure password is over 12 characters. Phrases such as a song chorus or book passage can make longer passwords easier to remember. For example, "Harry Potter and the Chamber of Secrets" by J.K. Rowling could create a password like "HP&tCo\$".

## Ways to Change Your Password



### After Changing Password

Once you have reset or changed your password, it is imperative that you log out and log back in to all apps, programs, or wifi networks that use your login to update it. Failure to do so WILL cause login issues and possibly lock out your account randomly and regularly.

See [Updating Your Password After Change](#) for more information.

## District Windows Desktop (In District)

- Sign in to a Windows desktop with your account.
- Press **Ctrl + Alt + Del**.
- Select **Change a password**.
- Type in your old (current) password in the **Old password** field.
  - This field might pull in your password automatically.
- Type in a new password that meets the password requirements in the **New password** field.
- Type the new password again in the **Confirm password** field.
- Click the arrow pointing right to submit your new password.
- Update your password on your mobile devices

Forgetting to update your password on a mobile device may result in the mobile device attempting to authenticate with the old password, which can cause your account to become locked out.

## District Windows Laptop (In District)

The laptop will need to be on-site at a school building to reset the password with these steps. For off-site access see the [From the web](#) instructions.

If possible, connect the laptop directly to the network with a laptop docking station or Ethernet cable and follow the Windows Desktop instructions above.

If directly connecting to the network is not possible:

1. Sign in to the Windows laptop your account.
2. Connect to *Secure WiFi*.
  - a. The exact WiFi name will vary by district.
3. Press **Ctrl + Alt + Del**
4. Select **Change a password**
5. Type your old (current) password in the **Old password** field.
  - a. This field may be filled automatically.
6. Type a new password that meets the password requirements in the **New password** field.
7. Type your new password again in the **Confirm password** field.
8. Click the arrow pointing right to submit your new password.
9. Update your password on your mobile devices.

Depending on the configuration of your laptop, you may need to reconnect to Secure WiFi.

Forgetting to update your password on a mobile device may result in the mobile device attempting to authenticate with the old password, which can cause your account to become locked out.

## District MAC Laptop/Desktop

MAC computers can only change their password [from the web](#).

## Any Device - Online

Your password can be reset from any computer with internet access. To do this:

1. Navigate to [password.oakland.k12.mi.us](https://password.oakland.k12.mi.us)
2. Type your work email address in the first field.
3. Type your old (current) password in the second field.
4. Type a new password that meets the password requirements in the third field.
5. Type your new password again in the fourth field.
6. Click **Submit**.
7. Update your password on mobile devices.

Forgetting to update your password on a mobile device may result in the mobile device attempting to authenticate with the old password, which can cause your account to become locked out.

## Updating Your Password After Change

Once you have reset or changed your password, it is imperative that you log out and log back in to all apps, email programs, or wifi networks on MOBILE DEVICES that use your login to update it. Failure to do so WILL cause login issues and possibly lock out your account randomly and regularly.

### Update Password on Laptop

#### WiFi

Make sure to disconnect and reconnect to any SECURE wifi networks that use your network login.

### Update Password on Android

#### Email

Instructions may vary depending on your device type and software version.

1. From the home screen press the **Menu** button.
2. Tap **Settings**.
3. Tap **Accounts**.
  - a. May need to tap the account that needs to be updated.
4. Tap **Email**.
5. Under **Account Settings**, tap the username of the account.
  - a. Update the password.
6. Tap **OK**.

#### WiFi

1. Instructions may vary depending on your device type and software version.
2. From the home screen press the **Menu** button.
3. Tap **Settings**.
4. Tap **WiFi**.
5. Identify the *Secure WiFi* network needs to be updated.
6. Long press the network and select **Forget**.
7. Reconnect to the network with your username and updated password.

### Update Password on iOS (Apple)

#### Email

1. From the home screen tap **Settings**.
2. Tap **Mail**.
  - a. In older iOS versions this is called **Mail / Contacts / Calendars**.
3. Tap **Accounts**.
4. Under **Accounts**, tap the email account that needs to have the password updated.
5. Next to **Account**, again tap the email address that needs to be updated.
6. Update the password.

- a. If there is no password field go back one screen, remove the account, and add it again.
7. Tap **Done**.

## WiFi

1. From the home screen tap **Settings**.
2. Tap **Wi-Fi**.
3. Next to the *Secure WiFi* network that needs to be updated, tap the blue "i" inside the circle.
4. Tap **Forget This Network**.
5. Connect to the network with the updated credentials.
6. If prompted to accept a certificate from Virgo, click **Accept**.

## Update Password on Chrome OS

Chrome OS devices include Chromebooks, Chromebases, and Chromeboxes.

### Email

If your chromebook was turned off or if you were not signed in to the chromebook when you updated your password, then your email password should automatically update next time you sign into the device.

If you were signed in when the password change occurred or if your password did not automatically update, navigate to [gmail.com](https://gmail.com) and sign in again to update your password.

### WiFi

If your chromebook was turned off or if you were not signed in when you updated your password, then your secure wifi password should automatically update next time you sign into the device.

If you were signed in when the password change occurred, sign out of your chromebook by clicking the box containing your clock, battery indicator, and profile picture. Select sign out. Sign back in.

## Attachments

File	Modified
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No files shared here yet.