

Caledonia's Password Reset Process

1. First, open up a web browser and go to password.calschools.org
2. At the home page, you will need to enroll to be the process. The username is (your last name first initial) Ex. Alan Garner = garnera.
You can skip the enrollment process if you have done so already.

Caledonia's Self Password Reset

Please enter your account name and current password.

Username:

Password:

- After you sign in, enter three challenge questions that you will remember. You will need these later on.

Caledonia's Self Password Reset

Please answer the following questions:

Question:	What is your mother's maiden name? ▼
Answer:	Rose

Question:	What is your father's middle name? ▼
Answer:	James

Question:	What was the name of your first school? ▼
Answer:	Dutton

Next

Cancel

- Once your questions are answered, you will be officially enrolled to our password reset software.

Caledonia's Self Password Reset

Account Enrolled

Congratulations! Your account has been enrolled successfully.

Finish

5. Click Finish and you will be returned back to the home page. Once back, select Reset password and type in your username. You will be prompted to answer two of your challenge questions.

Caledonia's Self Password Reset

Please answer the following questions:

Question:	What is your father's middle name?
Answer:	<input type="text" value="James"/>

Question:	What was the name of your first school?
Answer:	<input type="text" value="Dutton"/>

Next

Cancel

6. Once answered, you will be asked enter a new password. Be sure that it meets the District's strong password policy.

Note - In the future, if you try to log into your account too many times unsuccessfully, the server will lock the account and you will need to go through this process again and select unlock account.

Caledonia's Self Password Reset

Please enter your new password and confirm it.

New password:

Show Password

Strength: strong

Confirm password:

Ask me to change password at next login

Unlock my account

Next

Cancel

- Once your password is entered, select Next and your password will successfully reset. Be aware that we will be referring to this account as your **Active Directory Account** or **your Network Account**. This will be an **important** username and password to remember.

Caledonia's Self Password Reset

Password Reset

Congratulations! Your password has been reset.

Finish