

This guide has been created with the intention of showing how MPS Staff Members can use the MPS Password Policy Manager Website to **change** their MPS password. Your MPS password can be used for logging into your work computer, MPS email, mConnect, Infinite Campus, PeopleSoft, IFAS, etc.

To access the MPS Password Policy Manager Site, type in: <https://password.milwaukee.k12.wi.us> in your Web browser.

(Note: you may access the MPS Password Policy Manager website from home, work, or a smartphone device.)

You may also access the MPS password policy manager site through the MPS Apps Site: <http://apps.milwaukee.k12.wi.us> )

## Change Password

### Step 1-Access MPS Password Policy Site

Once you have accessed the MPS Password Policy Manager Site **click** on the “Password Change Wizard” under Change Password.



### Step 2-Identify Yourself

1. Select your language from the dropdown box.
2. Enter your MPS User name in the User Name field.
3. Enter your MPS Password in the Current Password field.

When finished click “Next” to continue to step 3.



The screenshot shows the 'Change Password' wizard. It includes a header with the MPS logo and the title 'Change Password'. The main content area contains a welcome message, instructions, and a form with three fields: 'Select language' (a dropdown menu), 'User name' (a text input field), and 'Current Password' (a text input field). A 'Next' button is located at the bottom right.

## Step 3- Set your Password

Please take time to read the Minimum Password Complexity Requirement listed on the right of the screen, then enter the **new** MPS password for your account. When the new MPS password has been entered and confirmed click **“Finish”**.

### Password Requirements:

- **Must** contain at least 8 characters
- **Must** contain at least 1 digit or special character: &\$@#\*^ , (0-9)
- **Must** contain at least 1 uppercase or lowercase character: (A-Z) , (a-z)
- **Must** differ from your current password by more than the last character.
- **Must** be different from your previous password.
  
- **DON'T** use passwords that meet this criteria:
  - Any part of your name.
  - Contains more than 16 characters
  - Personal information such as birthdate social security number, etc.
  - Words that can be associated with you



**REMEMBER TO NEVER SHARE YOUR PASSWORD!**

## Step 4- Password Change Complete

You can now use the new MPS password to login to your computer and other MPS applications.

**(Note- it is recommended to log out and log back in with the new MPS password).**

