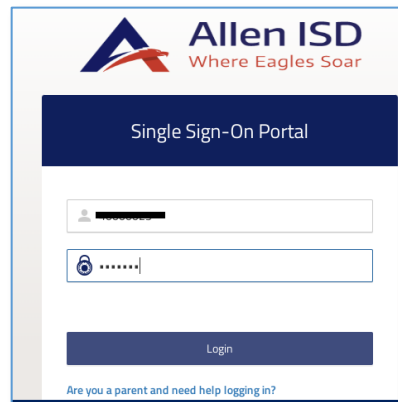


EXPIRED NETWORK PASSWORD

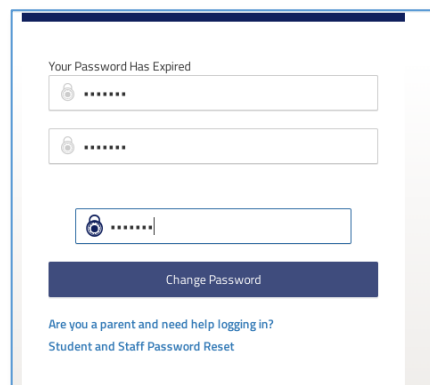
EXPIRED PASSWORD

If your password is expired, you will be prompted to change it when you logon to an Allen ISD Portal.

Login to the AISD Portal at <https://portal.allenisd.org/>



The screenshot shows the Allen ISD logo at the top with the tagline "Where Eagles Soar". Below the logo is a dark blue header with the text "Single Sign-On Portal". Underneath, there are three input fields: a username field, a password field, and a "Login" button. At the bottom, there is a link that says "Are you a parent and need help logging in?"



The screenshot shows a message "Your Password Has Expired" at the top. Below the message are three input fields for password entry. The first field is for the current password, the second for the new password, and the third for the new password again. Below the fields is a "Change Password" button. At the bottom, there is a link that says "Are you a parent and need help logging in?" and another link for "Student and Staff Password Reset".

- You will see a message that says your password has expired
- Enter your current expired password in the first field
- Enter your new password in the second field
- Enter your new password again in the third field
- Click **Change Password**
 - If you do not see the Change Password button, scroll down. On a Chromebook, press ALT + Down Arrow keys so the screen scrolls down.
- If this is your first time logging on, you will also be prompted to accept the Google License Agreement and click **OK** on the All Set screen

FORGOTTEN PASSWORD

Students who have forgotten their network password may open a help ticket at <https://allenisd.on.spiceworks.com/portal>