

SPARCC Passwords

Instructions on Editing your Profile and Changing your Password

This year with usernames and passwords from SPARCC, you must change your password **every 120 days**. Before you can change your password, you must edit your profile. This is where you go into the system and set up security questions so that if you do ever forget your password, you can answer your security questions and the system will retrieve it for you.

Go to www.sparcc.org

On the left hand side of the page, click on *Employee Applications* and then *myPassword-SPARCC Password Reset Utility*

If you haven't already set up your profile, click on *Edit My Profile*

Enter your Sparcc username and password and click on *Logon* (leave the box alone that says Private)

You will be prompted to answer 3 questions. The first 2 have a drop down menu so that you can choose what questions you want. For the third question, you must type in your own question and then type in your own answer on the line below.

Click *Update* and you have created your profile.

To change your password, click on *Change My Password*.

Enter your username and your current password.

There will be 2 choices, *Generate* and *Enter*. If you want to create your own password, click on *Enter*. Just remember, the password must be at least 8 characters long and contain 3 of the 4 types of characters (upper case, lower case, number, special character)

Click on *Change Password* and you are finished for another 120 days.