

# How to Change Your Password

You can easily change your password from a web browser on any device by using our **Single Sign-On (SSO) portal**:

[newburyport-k12.okta.com](https://newburyport-k12.okta.com)

After clicking the link above, you will be brought to our SSO login page.

Please sign in with your **username** (not your full email) and **current password**.



After signing in, you will see our SSO portal.



On the right side of the top navigation bar, you will see your **name** next to an icon of a person. Click on your **name**, and then click on the '**Settings**' option in the drop-down list.



The option to change your password is in the **Change Password** section.

Enter your **current password first**, then the **new password** you've chosen beneath it, and finally your **new password** again to confirm. Then click '**Change Password**'.



If you entered your current password correctly, and the new password matches, you will see a temporary green check-mark that says '**Password changed successfully**'.



**There's one final step to complete your password change: sign out and then sign in with your new password.**

Click on your **name** in the navigation bar again and click '**Sign Out**'

[OktaPasswordChange6.jpg](#)

You'll now be back on the SSO sign-in page. Sign in using your **username** and the **new password** you just created.

[OktaPasswordChange7.jpg](#)

Once you have logged in successfully and see the SSO portal again, you are finished.

[OktaPasswordChange8.jpg](#)

**Your new password will now be updated for Google, any Chromebook, and all district computers and devices.**

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