

How to Reset your Password

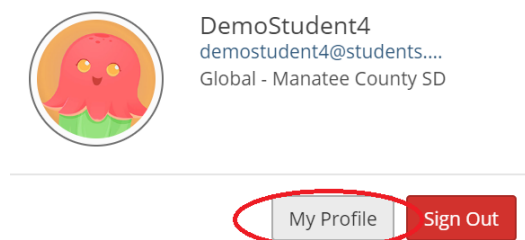
Please Note: *Students who need a password reset and have not setup the password recovery options can contact their Teacher or their school to request a password reset.*

Setup Password Recovery

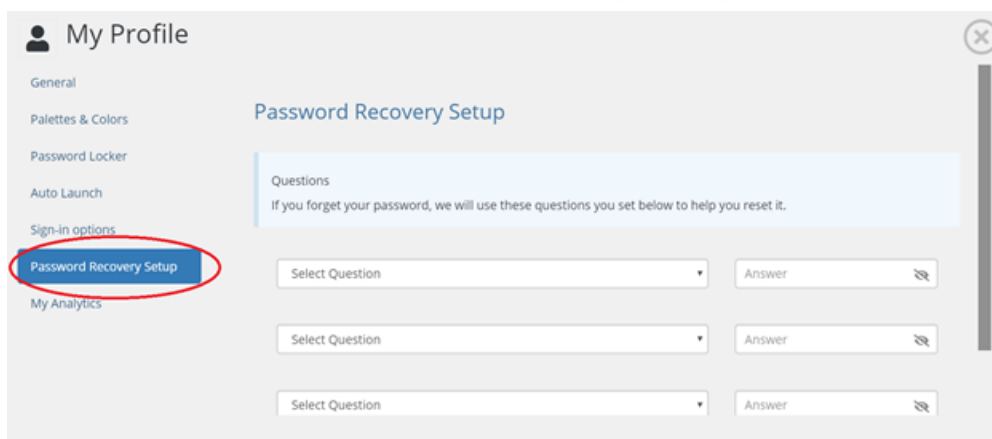
- When logged into MySDMC SSO (mysdmc.manateeschools.net), click on your Avatar in the top right-hand corner.



- Click on 'My Profile'.



- On the left click 'Password Recovery Setup'.



- Select each question and answer it.
- Click 'Save Questions' and close out the window.

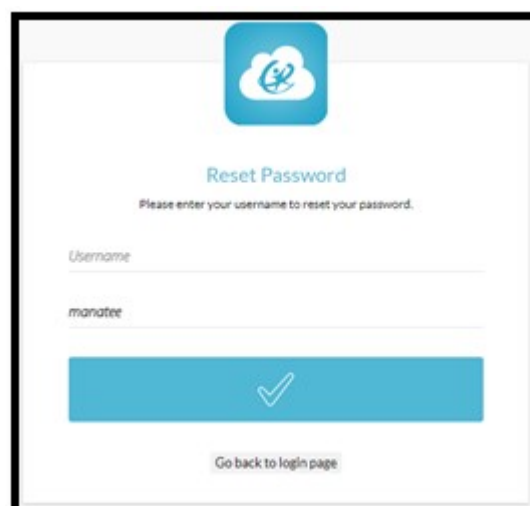
Reset Password on MySDMC SSO

After setting up the Password Recovery questions you can use the password recovery link to create a new password.

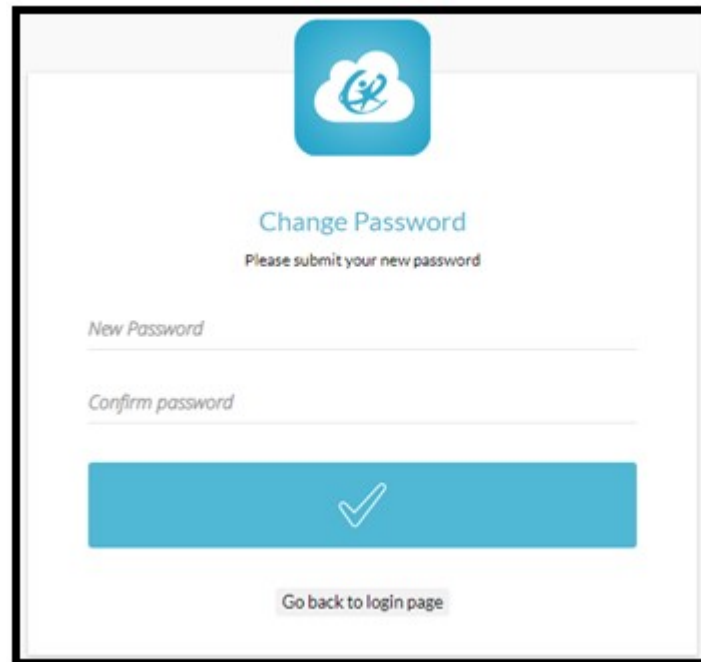
- In your browser type in the MySDMC SSO web address: mysdmc.manateeschools.net.
- On the splash page, click on the 'Help, I forgot my password' link.



On the next page type in your student ID number as the Username. 'manatee' should populate in by default. Click the checkmark to proceed.

The image shows a "Reset Password" form. At the top is a blue icon of a cloud with a key. Below the icon, the text "Reset Password" is displayed in blue. Underneath, it says "Please enter your username to reset your password." There is a text input field labeled "Username" with the word "manatee" entered. Below the input field is a blue button with a white checkmark icon. At the bottom, there is a link that says "Go back to login page".

- After answering the questions choose a new password and enter it twice. Click the checkmark to save the new password.



The image shows a web form for changing a password. At the top center is a blue square logo containing a white cloud with a stylized figure inside. Below the logo, the text "Change Password" is displayed in a blue font, followed by the instruction "Please submit your new password" in a smaller, grey font. There are two input fields: the first is labeled "New Password" and the second is labeled "Confirm password". Below these fields is a wide, solid blue button with a white checkmark icon in the center. At the bottom of the form, there is a link that says "Go back to login page".