SCCOE Password Station
How to Reset Your Password

Go to SCCOE Password Station
1. Go to https://password.sccoe.org
2. Enter your SCCOE username. This is the same username to log into your computer or email account. It is typically the first letter of your first name and your last name. E.g. Jane Smith would be “jsmith”. Then click the “I’m not a robot” checkbox and click “I Agree”.

3. If you have not yet registered in the SCCOE Password Station proceed to Step 4 for registration instructions. Otherwise proceed to step 9 for password change instructions.

Registering in SCCOE Password Station
4. Click “Continue”
5. **Input** your current password and **click** “Continue”

![Primary Domain Logon Verification](image)

6. **Select** three questions and **input** the answers. The Help Desk may ask you the semi-private question in order to verify your identity in the future.

![Enrolling SCCOE](image)

7. **OPTIONAL:** **Input** your mobile number, **click** “Send Authentication Code Now”. You will receive a four-digit code via text message to your mobile phone. **Input** the authentication code and **click**
8. **OPTIONAL: Input** an alternate non-SCCOE email address, click “Send Authentication Code Now”. You will receive a four-digit code via email to the alternate address. **Input** the authentication code and click “Continue”.

**Change your password**

9. If you are not already logged into SCCOE Password Station, go to [https://password.sccoe.org](https://password.sccoe.org) to log in.

10. Click “Change Password”.
11. **Input** your old password, then **input** a new password twice. **Click** “Continue”.

12. **Click** “Continue” at the verification screen.

13. **Click** “Sign Out” to exit SCCOE Password Station.