

# First Time login/Password Reset

This guide is meant to help you login to the website for the first time or reset your password. **This reset will only affect the password for this site (worcesterschools.org).**

Click the "Request New Password" link



**User login**

Username \*

Password \*

- Request new password

Log in

Enter your WPS Username, then click the "E-mail new password" button.

**Note:** Your username is the first part of the your email address, before the "@" sign.



**User account**

Log in Request new password

Username or e-mail address \*

E-mail new password

Log into your WPS Email Account and check for an email from [webadmin@worc.k12.ma.us](mailto:webadmin@worc.k12.ma.us). Open it and click on the link provided.



You will be redirected to the reset password page. Click the "Log in" box.

### Reset password

This is a one-time login for [REDACTED] and will expire on *Tue, 06/06/201*

Click on this button to log in to the site and change your password.

This login can be used only once.

Scroll down to the Password Section. Enter a new password in the "Password" box then confirm it in the "Confirm Password" box.

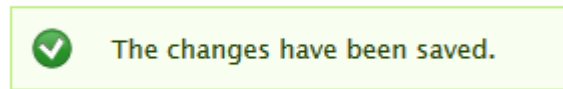
**Password**

**Confirm password**

To change the current user password, enter the new password in both fields.

Click the "Save" button

You will be notified that the changes have been made.



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You can now access your content.

If you continue to have trouble, email [WebAdmin@worcesterschools.net](mailto:WebAdmin@worcesterschools.net).