

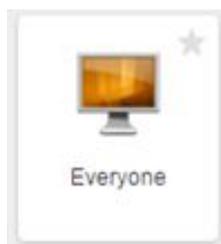


# Reset My Password

1. Go to [view.chicousd.org](http://view.chicousd.org) and login to Windows via the **HTML Access** icon



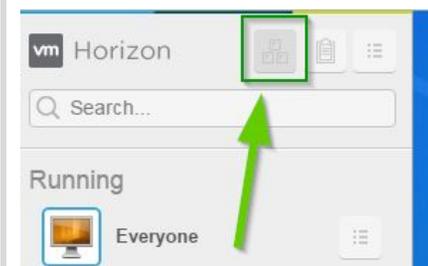
2. Choose the **Everyone** pool and log in



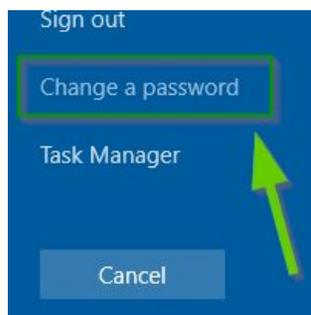
3. Once you are logged in, open the **Side Menu**



4. Click the **Ctrl+Alt+Del** shortcut.



5. Select **Change a password**



6. Follow the on-screen instructions



7. Test your new password by logging out of **View** and signing back in.



If you have any issues with your password please inform a member of your site's office or library staff.

Thank You,  
**Chico Unified Information Services**