

JCPS Password Updates



All JCPS Staff Members

Register for **Self Service Password Reset (SSPR)** prior to May 17th



<u>What / Why</u>	<u>When</u>	<u>Who</u>	<u>How - Video links</u>
<u>Self Service Password Reset (SSPR)</u>	April - May 17th	All Staff	Click on this link to register for SSPR prior to May 17th.
<u>Passphrase Policy</u>	May 17th	All Staff	Transition your password to a passphrase when your password expires after May 17th.
<u>Multi Factor Authentication</u>	June 1st in Phases	Administrators and Teachers	You will receive a text message on your mobile phone or verify your identity after June 1st.

JCPS Password Updates

[Home](#)

What? JCPS is moving from a password to a passphrase policy and Self-Service Password Reset (SSPR)

What is a Passphrase?

- A Passphrase is a sequence of words or text used to control access to a computer, program, or data
- A passphrase is similar to a password in usage; but is generally longer for added security
- JCPS passphrases will have a 15 character minimum - no special character requirement

What is a Self Service Password Reset (SSPR)?

- Using the Microsoft Self-Service Password Reset (SSPR) site will allow for a better password reset experience
- SSPR (and MFA) does NOT open your personal device(s) to "Open Records Requests"

What is Multi-Factor Authentication (MFA)?

- MFA secures your account by sending a text message or notification to your phone to further prove your identity.

What is a passphrase?

A passphrase is a 15-character group of words or phrase that is easy to remember and increases your account security.

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Home

JCPS Password Updates

Why?

- A passphrase is more secure than our current password requirement
- Enabling passphrases is a state-wide, KDE initiative
- Passphrases will be reset every 180 days instead of the current 90-day cycle
- MFA provides an additional factor of authentication to prevent hackers from gaining unauthorized access to your email and school network
- MFA is a prerequisite for the district cyber insurance policy

Cybersecurity - Did You Know?



When?

April - May 17th - [Register for SSPR](#)

May 17th the passphrase policy will take effect

- 90 days will be added to your current password expiration date
- You will see a difference when: you decide to change your password, your password expires, or you forget your password

Between April 5 - May 17th

[Register for SSPR](#)



June 1st MFA rollout will begin for Administrators and Certified Teachers



Home

JCPS Password Updates

How? ... do I register for SSPR then change my password to a passphrase?

- **Register for SSPR** - click on this link to [register for SSPR](#) prior to May 17th
- **Transition your password to a passphrase** - Transition your password to a passphrase when your password expires after May 17th.
- **Validation** - Beginning June 1, MFA will be rolled out to teachers and administrators. MFA validates who you are when logging on outside the JCPS network. You will receive a text message on your mobile phone or verify your identity using the [Microsoft Authenticator](#) App.

How To:

[How to register for SSPR](#)

How to change from a password to a passphrase - *May 17th (coming soon)*

Multi Factor Authentication - *June 1st (coming soon)*

