

Change Password using Microsoft Office:

- If you have the extension installed:



Select the Office Online extension in the top, right-hand corner of your Chrome browser.



or, if you are not logged in, the icon will be grey with a red dot. Choose to “Sign in with a work or school account”.

- To change password from Microsoft Office:
- In the URL Address bar at the top of the Google toolbar type in Office365.com
- Sign-in to Microsoft Office using your UserName@nacs.k12.in.us
- Click on Security & privacy in the menu on the right side of the screen.
- Click Password > Change password.
- Change password - use between 8-16 characters with a mix of uppercase, lowercase, numbers and symbols. Do NOT use spaces. (If you can get to an NACS Windows computer press Ctrl+Alt+Delete (all three keys at the same time), **you do not** have to have as strong a password.)
- Close Microsoft Office and restart device.
- Log back in using new password.

