1. Open a web browser, and go to: https://my.hcsb.k12.fl.us

2. Log in with your user name and default password.
   **Student SSO Username:** first_name.last_name (i.e.; john.doe)
   **Default Student Password:** Capitalized initial of student’s last name, followed by the student 7 digit ID with leading zeros if needed to make 7 digits (i.e.; Student Last Name = Doe, Student ID = 12345, Password = D0012345)

3. Once logged in, click on **Account** from the top menu.
4. From the Account Screen:
   - Click on the “Pwd Reset” icon.

   * In the event that you forget HCSD Single Sign On password, you will be require to provide these answers in order to reset your password.
5. Next on the Account screen, you may click on “Change Pwd” if you wish to change your login password.

- Type in your current password in the “Old Password” box and type your new password in both the “New Password” and “Confirm Password” boxes.
- Please note the Password Requirements.
- Click on “Change Password” and you will see a Change Password Results dialog box that will confirm if the password change was successful.
- Click on the X to close the Change Password window return to the Account screen.
6. Click on **Applications** from the top menu to launch available applications.

![Applications menu](image)

7. Many applications are linked to your HCSB Single Sign On account and will login automatically (i.e.; Google Apps), but some may prompted you to enter a user name and password (i.e.; Edline) the first time that application is launched.

8. When prompted for a user name and password, a **Password Maintenance** box will be launched for you to enter your login information for that application. Once it is saved by clicking on Update Stored Password, it is used to automatically sign you into that application.

   **Password Maintenance**

   From here you can update your id or passwords and change your active set before accessing the application.

   ![Password Maintenance](image)
9. If you need to change your stored password, click on **Account** from the top menu, then click the **Password Manager** icon to access all login information not linked to your HCSB Single Sign On account.

**Note:** You will be asked to confirm your HCSB Single Sign On password to access the Password Manager.

- Once your password is confirmed, you can select the account you need to update to update your username and/or password. Select **Update Stored Passwords** when complete.
10. In the event that you forget your HCSB Single Sign On password, the following steps will need to be completed to allow you to **reset your password**:

- On the sign in screen, click on the “**Reset Password**” option.

- Enter your Username in the **Identity** box and click **Next** to continue.

- Confirm displayed characters and click **Next** to continue.

- Answer your two security questions and click **Next** to continue.
• On the **Create a New Password** screen, enter the same new password in both boxes and click on **Change Password** and you will see a **Change Password Results** dialog box that will confirm if the password change was successful.

![Change Password](image.png)

• Click **Continue** on the **Change Password** dialog box and you will automatically logged in again and at the **Home** screen.

![Home Screen](image2.png)

• Your **Home** screen will display your most recently used applications. If you do not see an available application on the **Home** screen, click **Applications** from the top menu to view all available applications.