

Title: Password Reset

Effective Date: November 22, 2003

Last Updated: August 5, 2007

Policy: Passwords will expire automatically every 180 days.

Note: You will automatically be notified, via district Email, that your password is about to expire. The notification will be sent every day, for 10 days, prior to your password expiring. When you receive the notification, you must change your password by going to the [Change Password Page](#).

If you let your password expire, you can reset it to the default password by going to the [Self-Help Password Reset Page](#), or by calling the Help Desk @ 619-725-7500.

**default password = SdcsXXXX**

XXXX= last four digits of your social security number