

# How to Create Your Zangle Password

Before using Zangle for the first time, you need to create a password. (If you have already created a password for PeopleSoft, then use that for Zangle.) Follow the steps below to create your password.



You have been given a district Employee ID number. It is the number at the top of your paycheck. It is six digits long, like “123456.”

Write your Employee ID number here. \_\_\_\_\_



You have been given a default password. It is “Sdcsxxxx” where “xxxx” is the last four digits of your Social Security Number. Note that the “S” is capitalized.

Write your default password here. \_\_\_\_\_



You need to think of a new password that you will use to access Zangle.

- It must be a minimum of 8 characters;
- It must contain at least one **capital** letter and one **lowercase** letter;
- It must contain at least one number (0-9);
- It cannot contain your first or last name or your Employee ID

Write your new password here. \_\_\_\_\_

Important! Do not forget your password. Only the Help Desk can reset it.



Once you have thought of your new password, do the following:

- A. Open a web browser, like Internet Explorer.
- B. Go to <https://dwa.sandi.net/passwd/>. (Notice the “s” on “https.”)
- C. Fill in the information on the screen (see below).

DWA ID:	ANSWER FROM #1
Current Password:	ANSWER FROM #2
New Password:	ANSWER FROM #3
Re-enter New Password:	ANSWER FROM #3 AGAIN

- D. Click OK. The screen should say, “Password successfully changed.” (If you don’t get that message, try again. For more help, call the Help Desk at 619-725-7500.)