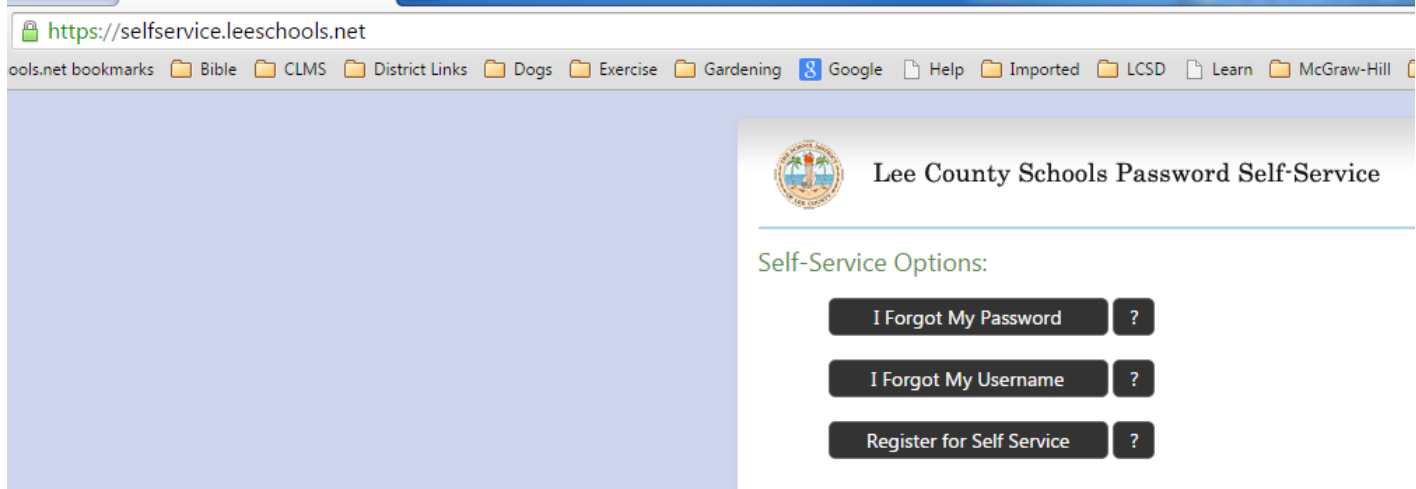


I Forgot My Username/Password – Lee County School District’s Self Service Portal

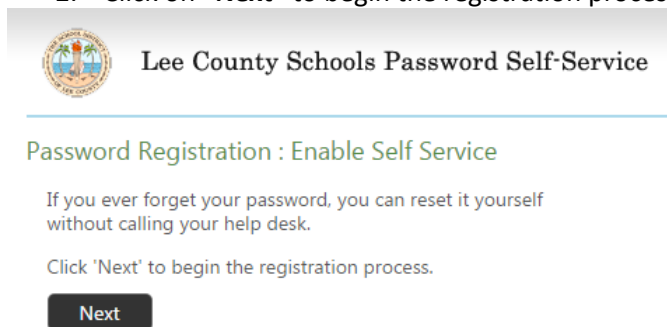
Navigate to: <https://selfservice.leeschools.net/>

1. Click on “Register for Self Service”




The screenshot shows a web browser window with the address bar displaying <https://selfservice.leeschools.net>. The browser's bookmark bar includes folders for 'Bible', 'CLMS', 'District Links', 'Dogs', 'Exercise', 'Gardening', 'Google', 'Help', 'Imported', 'LCSD', 'Learn', and 'McGraw-Hill'. The main content area of the page features the Lee County Schools logo on the left and the title 'Lee County Schools Password Self-Service' on the right. Below the title, the heading 'Self-Service Options:' is followed by three buttons: 'I Forgot My Password', 'I Forgot My Username', and 'Register for Self Service', each with a question mark icon to its right.

2. Click on “Next” to begin the registration process



The screenshot shows the 'Next' step in the registration process. It features the Lee County Schools logo on the left and the title 'Lee County Schools Password Self-Service' on the right. Below the title, the heading 'Password Registration : Enable Self Service' is displayed. The text reads: 'If you ever forget your password, you can reset it yourself without calling your help desk.' Below this, it says 'Click 'Next' to begin the registration process.' A dark button labeled 'Next' is positioned at the bottom of the page.

3. Type in your current District password and click **“Next”**



Lee County Schools Password Self-Service


Password Registration : Enable Self Service Your Current Password

Enter your current password below, then click 'Next'.
(logged in as: **LCSD\JaneEWa**)

Password:

Next **Cancel**

4. Answer at least 3 of the 5 security questions and click **“Next”**



Lee County Schools Password Self-Service

Password Registration : Enable Self Service Register Your Answers

Please answer at least 3 of the 5 questions to the right.
Each answer must contain at least four characters, and no two answers may be the same.

What is your mother's maiden name?

What was the name of your High School?

Who was your childhood best friend?


What was your first car?

What is your favorite movie?

Your responses are stored in a secure database.


Next **Cancel**

5. Congratulations, you are now registered.



Lee County Schools Password Self-Service

Completed: You are now registered

 If you ever need to reset your password:

1. Go to the reset password portal at <http://passwordreset.leeschools.net>
2. Verify your identity
3. Choose your new password