

Password Reset in SBCUSD Outlook Web Access (OWA)

Use these instructions when creating a new password **when you know your password**. If you do not know your password, see instructions below.

This will change the password in Outlook, Aeries, Teacher.net, and the login when using a PC.

1. Open a browser window, e.g. Internet Explorer, Chrome, Firefox, or Safari.
2. Go to <http://owa.sbcusd.k12.ca.us/>

OR

Go to **sbcsud.com**, click on **E-Services**, and then on **Employee Outlook**.

3. Login.
4. Click on **Options** in the upper right corner.
5. Select **Change Your Password**.
6. Follow the instructions on the screen.

Domain\user name:	SBC-DISTRICT\ firstlastname
Current password:	<input type="password"/>
New password:	<input type="password"/>
Confirm new password:	<input type="password"/>

7. Click .

Password Reset using SBCUSD's Self Service Password Management

Use these instructions when you **do not know your password**. This must be done on a computer using the District's Network. This will change the password in Outlook, Aeries, Teacher.net, and the login when using a PC.

1. Open a **browser** window, e.g. Internet Explorer, Chrome, Firefox, or Safari.
2. Go to **sbcsud.com**.
3. Click on **E-Services**, and then on **Password Reset – Employees** or type 10.1.1.117 in your browser's address bar.
4. Click on **Forgot my Password** and follow the screen prompts.

For assistance, please email the helpdesk@sbcsud.com or call (909) 888-4357.