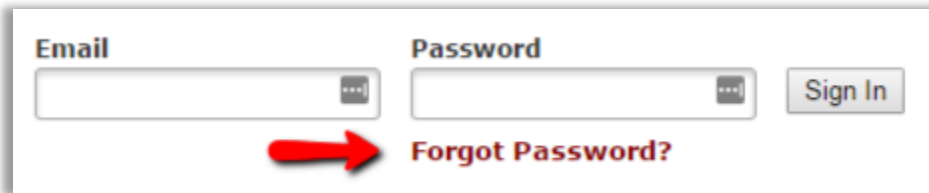


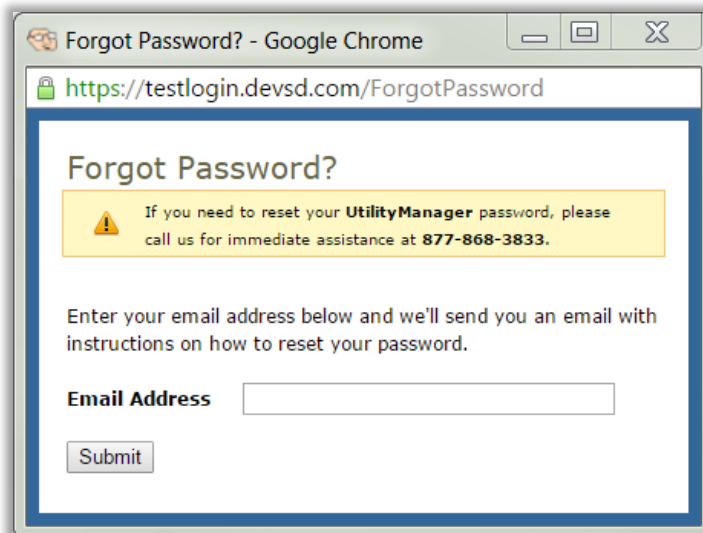
1. Go to [myschoolbuilding.com](https://myschoolbuilding.com)
2. Click the **Forgot Password?** link:



Email  Password

**Forgot Password?**

Enter the email address associated with your account and click **Submit**:



Forgot Password? - Google Chrome

<https://testlogin.devsd.com/ForgotPassword>

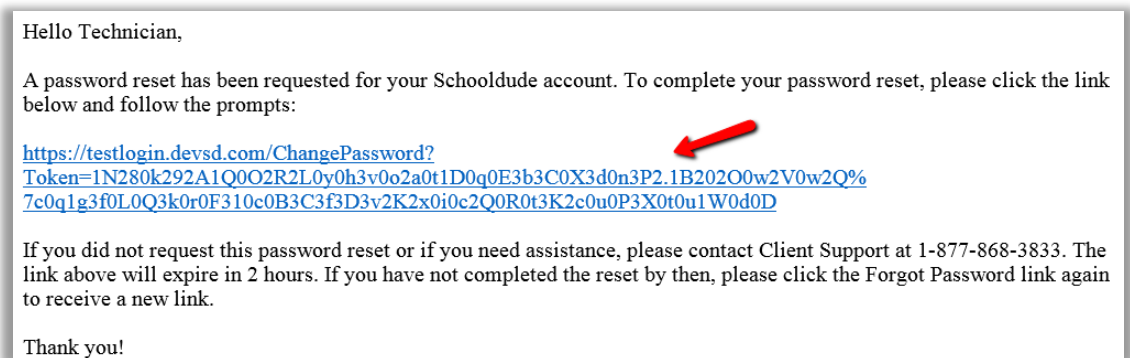
### Forgot Password?

**!** If you need to reset your **UtilityManager** password, please call us for immediate assistance at **877-868-3833**.

Enter your email address below and we'll send you an email with instructions on how to reset your password.

**Email Address**

3. You will receive an email shortly with a link to create a new password. Click on that link.  
**Note:** If the email does not appear in your inbox in a timely manner, please check your Junk or Clutter folders to see if it sorted there.



Hello Technician,

A password reset has been requested for your Schooldude account. To complete your password reset, please click the link below and follow the prompts:

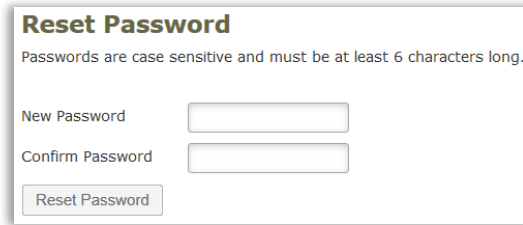
[https://testlogin.devsd.com/ChangePassword?  
Token=1N280k292A1Q0O2R2L0y0h3v0o2a0t1D0q0E3b3C0X3d0n3P2.1B202O0w2V0w2Q%  
7c0q1g3f0L0Q3k0r0F310c0B3C3f3D3v2K2x0i0c2Q0R0t3K2c0u0P3X0t0u1W0d0D](https://testlogin.devsd.com/ChangePassword?Token=1N280k292A1Q0O2R2L0y0h3v0o2a0t1D0q0E3b3C0X3d0n3P2.1B202O0w2V0w2Q%7c0q1g3f0L0Q3k0r0F310c0B3C3f3D3v2K2x0i0c2Q0R0t3K2c0u0P3X0t0u1W0d0D)

If you did not request this password reset or if you need assistance, please contact Client Support at 1-877-868-3833. The link above will expire in 2 hours. If you have not completed the reset by then, please click the Forgot Password link again to receive a new link.

Thank you!

**Note:** If the link is not clickable, copy and paste it into your internet browser.

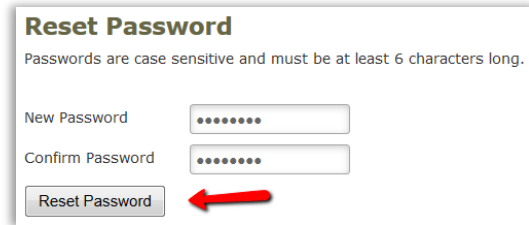
- Once you click on the link, it will take you to a screen to create a new password. Type in a new password of your choosing, then confirm that same password in the second field. Click **Reset Password**.



**Reset Password**  
Passwords are case sensitive and must be at least 6 characters long.

New Password

Confirm Password



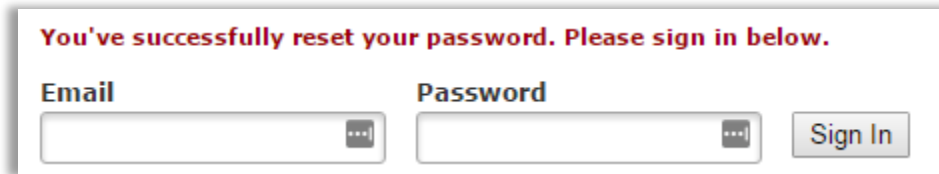
**Reset Password**  
Passwords are case sensitive and must be at least 6 characters long.

New Password

Confirm Password

←

- You will be taken back to the MySchoolBuilding login screen and notified that your password was reset successfully:



**You've successfully reset your password. Please sign in below.**

Email

Password

- Email:** Enter the email address associated with your account  
**Password:** Use the password you just created  
**Note:** Be sure that your browser is not auto-populating a previously saved password.
- Click **Sign In**
- Proceed with entering your request.