## Protraxx- Retrieve/Change Username and/or Password

- 1. Go to <a href="https://www.protraxx.com/login.aspx">https://www.protraxx.com/login.aspx</a>
- 2. Click the link for forget your username/password?
- 3. Enter you current email address
- 4. Type encryption code
- 5. Click Send button
- 6. Check your email
- 7. Login with the username and password from email message



## If you want to change your username and/or password

you cannot use dashes, colons, semi-colons or single or double quotes in your password.

	Fairfield Public Schools
8. Go to Update Profile	
9. Scroll to bottom of page	ENROLLMENTS FORMS INSTRUCTORS ASSESSMENTS ONLINE TEACHER PROCESS REPORTS HOME
10. Enter new info	
11. You cannot use	The second secon
12. Click Update Information button	Update Profile
	Help V
Password/User Informati	on
Use	rName: jfwilson1
Pas	sword: *Required Filed
Confirm Pas	sword: *Required Filed
	Update Information
	The change was successful!