



Directions for Changing the Print Shop Password

- 1) Open Web Browser (Internet Explorer)
- 2) Go to <http://storefront.hydeparkschools.org/dsf/>
- 3) Log in using Hyde Park CSD email address
- 4) Enter password (set by default to user initials followed by the last four digits of the users social security number)
- 5) Click on **My Account** tab
- 6) Click on **Change Password**
- 7) Enter your current password (see #4), then enter a new password twice
- 8) Click on **Save Changes**


Directions for Changing the Groupwise Password through the Computer Program

(Please note that this is the program that is installed on the computer, not the WEBMAIL version. See below for the Webmail Version)



- 1) Open Groupwise by double-clicking on the icon (like the one shown above) on the computer desktop
- 2) Click **Tools** on the upper tool bar.
- 3) Click **Options**
- 4) Double Click on **Security** box.
- 5) The first tab is the **Passwords** tab, type old password in the first box.
- 6) Use **tab** key to go to the next line and type in new password, use the tab key to go to the next line and confirm the new password.
- 7) Press **Ok**

Directions for changing the Groupwise password through WEBMAIL

- 1) Open a web browser (Internet Explorer) and go to <http://webmail.hydeparkschools.org>
- 2) Log into the Webmail service
- 3) Click on **Options** along the top of page → 
- 4) Click on the **Password** button
- 5) Enter the old password, then enter the new password twice by tabbing between the fields
- 6) Click on **Save**

Questions or Problems? Call 229-4004 or email helpdesk@hydeparkschools.org