

Directions for checking WVDE email or changing the PASSWORD

They will need to go to Webtop or the User Profile Tool directly at You can go directly to Step 4 by choosing this link:

<https://wvde.state.wv.us/apps/profile/> to change their passwords.

Direct link to
Change
Password

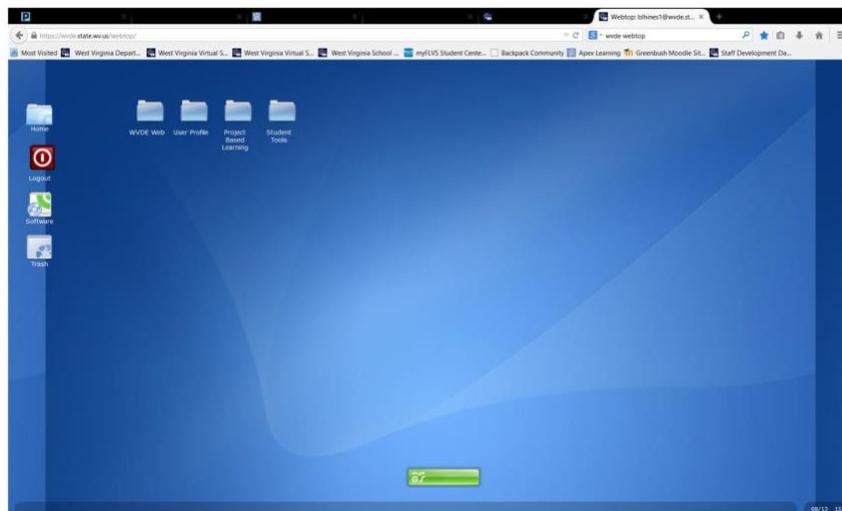


Direct link to Office
365

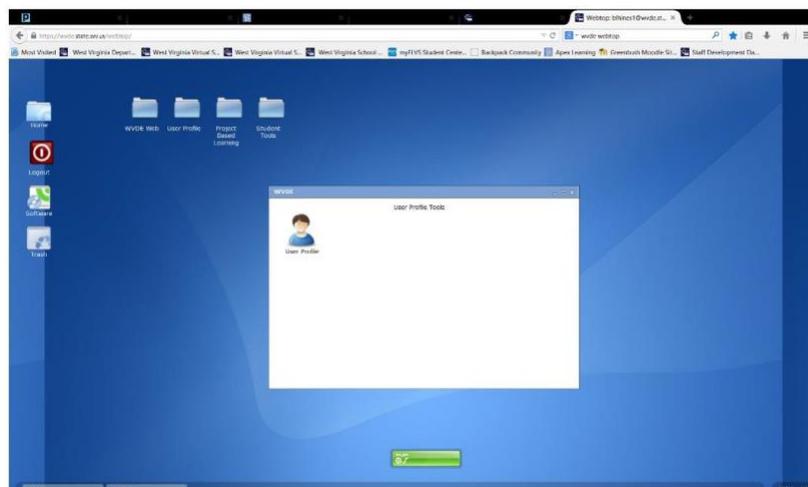
If you change through WebTop the directions are as follow:

Step 1: go to WebTop login (<https://wvde.state.wv.us/webtop/>)

Step 2: Enter your webtop username (the part of your email address before the @stu.k12.wv.us) and password. Once logged into Webtop, you will see this screen.



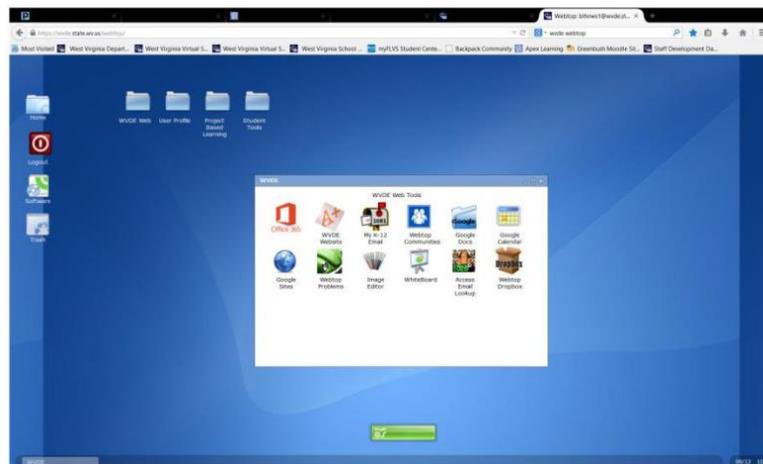
Step 3: Click the folder that says User Profile. You will get the icon User Profile.



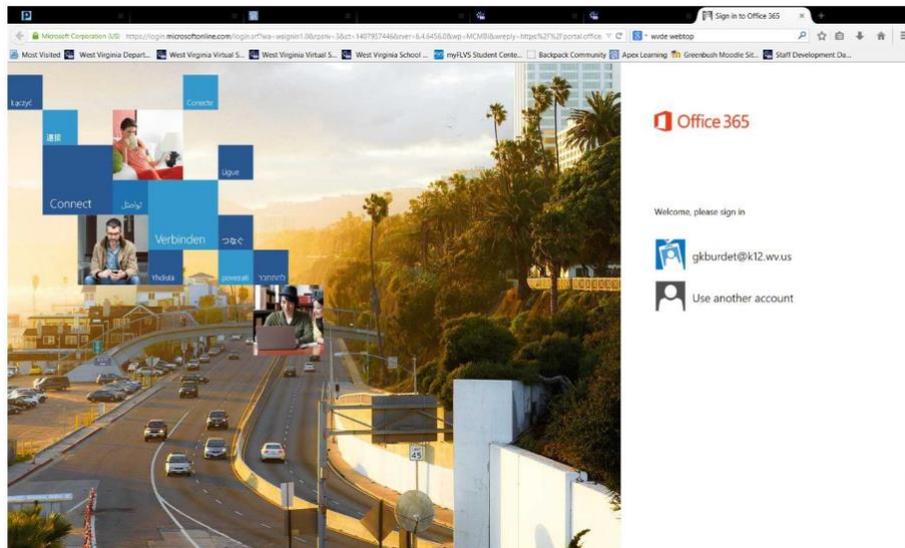
Step 4: You will see the option to click Change Password in the upper left-hand corner.



Step 5: Enter the Old Password, create a new password and confirm the password. The new password **MUST** be at least 6 characters with an upper and lower-case letter plus a number. (example: **Johndoe3**)



TO ACCESS EMAIL FROM THIS POINT, if you are going through Webtop, there are two options.



DO NOT DO THIS AT SCHOOL!

The available software is for home computer installs only. Office software is already installed on school computers.