



# Accessing Pathways

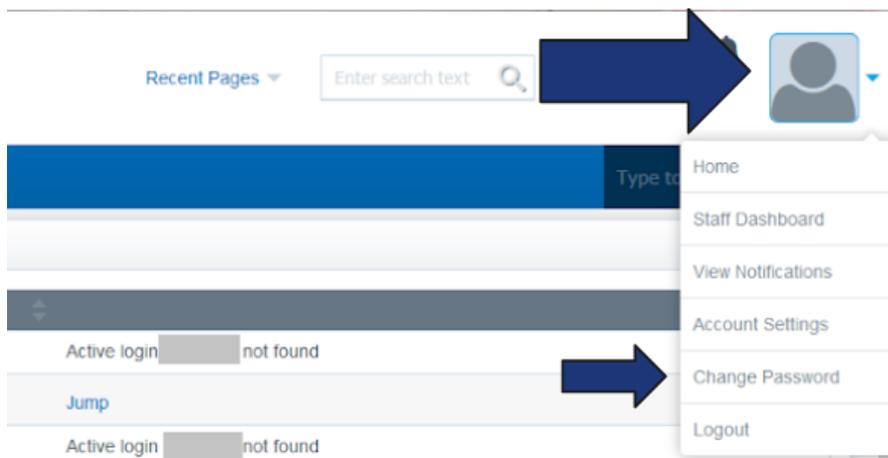
## 1. Go to Pathways

A screenshot of a 'Log In' form. It has a grey background and contains the following elements: a title 'Log In', a 'Username' label above a white input field, a 'Password' label above another white input field, a 'School / District' label above a white input field containing the text 'cottonwood', a green 'LOGIN' button, and a link at the bottom that says '→ Forgot your username / password?'.

In your web browser, navigate to <https://cottonwood.plsis.com/>

New employees will receive an onboarding welcome email. When you log in you will use "Welcome1!" as your password. Once you are logged in, you will need to update your password to your personal choice.

How to change your password, if you have not already done so.



Click on the person in the upper right-hand corner and select "Change Password". Enter your new password following these rules:

It cannot match your previous password.

It must be at least 8 characters long.

It must have at least 1 lower case letter.

It must have at least 1 upper case letter.

It must have at least 1 number.

It must have at least 1 special symbol. (! @ \$ # % ^ & \* ( ) \_ { } [ ] < >)

Once you are done, click save and then log in again.