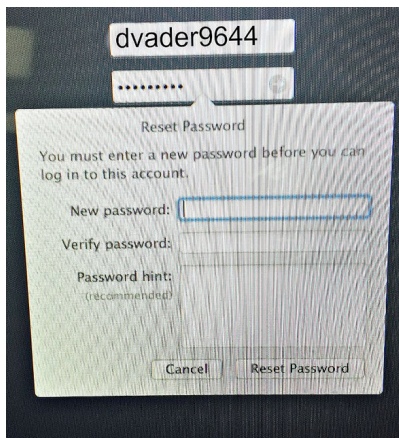


HOW TO RESET OR ESTABLISH A STUDENT PASSWORD

This only works at school – Within Our Network – AKA Don't Try at Home!

1. Go to <https://secure.hcpss.org/accounts/>
2. **Teacher:** Sign in with your **Active Directory Network Account password** (what you use to get into your laptop & email)
3. Type in the student name to be reset - It can be partial & either first or last! (Student login is confirmed here –first name initial, first 5 letters of last name and the last 4 digits of their student ID – this will never change)
4. Select the correct student then click RESET Password – It will ask "Are you sure you want to change the password?" Say **Yes!**

(It will then give you a temporary **SHORT** password – you will only use this **ONCE** – it activates the reset. This is not the real password – ie: Please don't stop here!)



5. Login with student login & the temporary reset password - A pop-up will prompt you or the student to create a new password. Please use the MHMS Password Matrix for this year (otherwise kiddos will pick an obscure or sometimes inappropriate password) **It's on the [MHMS Tech Wiki](#).** Type the password twice, create an easy hint (ex. teal is a great color) and then click login. Wait 30-60 seconds. Voila!

Important Tips!

- Ask the student to write new password down in their agenda book.
- Students can NOT use the same password twice - must choose a New matrix option.
- Passwords can sometimes take up to 12 hours (or overnight) to reset in the HCPSS computer system.