

TEACHERS ONLY: HOW TO RESET OR ESTABLISH A NEW STUDENT PASSWORD

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

Hint: Print this out, but an active clickable link on the Tech Wiki – Look for the lock!

You will need 2 laptops or computers to do this; yours to generate the temporary password + one mobile lab or hard wired (computer lab or media) for the student to set it.

1. Go to <https://secure.hcpss.org/accounts/>

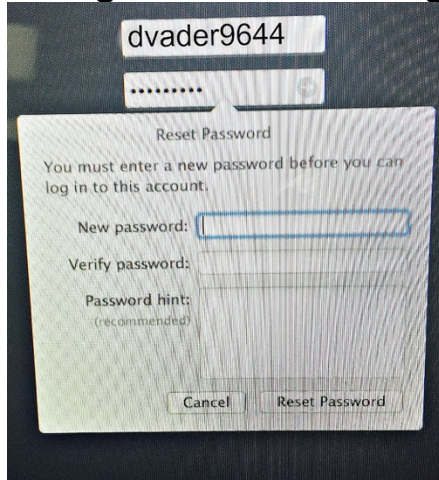
2. **Teacher:** Sign in with your **Active Directory Network Account password** (what you use to get into your laptop & email)

3. Type in the last name of the student to be reset (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) **write this login down.**

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** on the other laptop or computer (it won't work on teacher laptop) – 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 have the kid create a password that includes **AT LEAST: 8 alphabetic letters, containing one capital letter, one lower case letter, 1 number or special character. EX: Fancy\$Football22**

Type the password twice, create an easy hint (ex. 22 Feet are fancy\$ on football fields) and then click login. Wait 60-90 seconds. Voila!

Important Tips!

- Ask the student to write new password down in their agenda book or take a picture with their cell phone.
- **Students can NOT use the same password twice - must choose a new one for at least 10 password cycles. Can add a new # or symbol on fav end.**
- Please Note: Passwords can sometimes take up to 12 hours (or overnight) to reset in the HCPSS computer system.