

Resetting Passwords Through Teacher Console

Audience: Teachers

If a student has lost or forgotten their password, the Teacher Console can be used for teachers to initiate the process to have students reset it for themselves.

1. To initiate the process for a student to change their password, go into the Teacher Console, Go to My Classes, click on the appropriate class, select the Students section, and then click the name of the student whose password you wish to reset.
2. In the menu that appears, click enter a temporary password for the student to use, then click the Reset button. On their next login, they will be prompted to enter their temporary password and then create a new password.

My Classes icon



Choose the appropriate class

	English 10 Students: 21	Diviny, Ross
	English 10 Students: 20	Diviny, Ross

MANAGE ALL MANAGE SELECTED (0) X

NAME	QUICKCARD	ROLE
<input type="text"/>		Select
<input type="checkbox"/> Alyssa		Student
<input type="checkbox"/> Ashley		Student
<input type="checkbox"/> Nathan		Student

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Alyssa



Student Analytics

SourcedId: S4171

Username: Alyssa.

Role: Student

Email: Alyssa.net @ftchs.

Password

- 1 Enter a temporary password for the selected students**
On next login student will be prompted to reset the password
- 2 Reset Password**
Once active, the temporary password can only be used once by each selected student.

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