
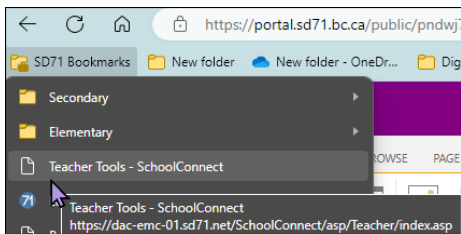

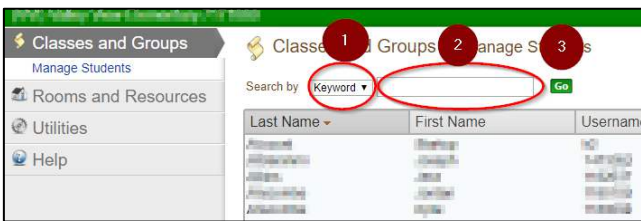
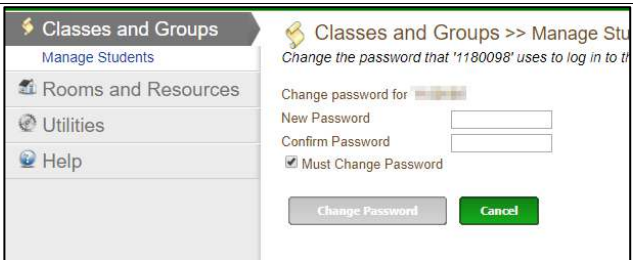


Changing Student Passwords

Introduction:

We are encouraging students from grades 4 and up to change their passwords for their own protection. This will result in students sometimes forgetting their password. You can reset it for them using School Connect.

Steps:

1	Log in to a school district computer at school (this will not work from outside the district).	
2	<p>Open Teacher Tools. It will either be on your desktop or you can find it by opening The Edge Browser or Google Chrome, clicking on the SD71 Bookmarks folder in the top left and then clicking on Teacher Tools.</p> <p>You will need to log in-it is the same username and password you used to log on to your computer.</p>	 
3	<p>You may be able to skip this step if your screen looks like the picture in #4. If it does not:</p> <ol style="list-style-type: none"> 1. Click on the name of your school 2. Click Administer 3. Click Manage Students (on the left) 	
4	<ol style="list-style-type: none"> 1. Click on the down arrow and choose Keyword (you can also search by Grade or look at All). 2. Click in the space and type in part of the student's name or student number 3. Press Go 	
5	Click on the student's name and then click on Change Password .	
6	<p>Type in a new password for the student.</p> <p>Type it in again to confirm it.</p> <p>If you would like the student to change it again when they log in select Must Change Password.</p>	
7	Click on Change Password .	
8	When you are finished, log out by clicking on Logoff at the top right of the screen.	