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 wi	ill not work from outside the district).	
2	Open Teacher Tools . It will either be on your desktop or in your Laptop Tools folder click on School Connect Desktop and then find Teacher Tools . You may need to choose an internet browser to open it in. Pick one you like. You will need to log in-it is the same username and password you used to log on to your computer.	Teacher Tools	
3	 You may be able to skip this step if your screen looks like the picture in #4. If it does not: 1. Click on the name of your school 2. Click Administer 3. Click Manage Students (on the left) 	(ITC) IT Services 96 Classics and Croups Manage Students Rooms and FRS W Utilities Help Lastic Solution Manage Students Utilities >> Change Schools Manage the Schools in the SchoolConnect System (ITC) IT Services 96 (SANI Sandwick Alternate 717107) 1 Manage the School Support	
4	 Click on the down arrow and choose Keyword (you can also search by Grade or look at All). Click in the space and type in part of the student's name or student number Press Go 	 Classes and Groups Manage Students Rooms and Resources W Utilities W Help 	
5	Click on the student's name and then click on Chan	ge Password.	
6	Type in a new password for the student. Type it in again to confirm it. If you would like the student to change it again when they log in select Must Change Password .	Image Students Image Students Image Students Image Stud	

7	Click on Change Password.
8	When you are finished, log out by clicking on Logoff at the top right of the screen.