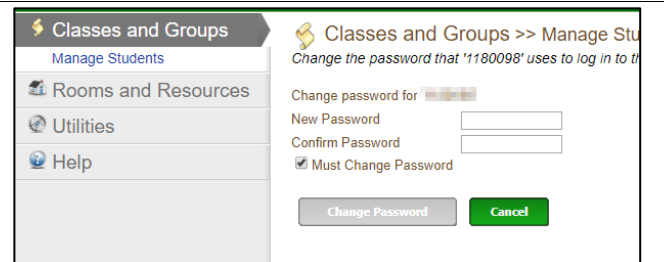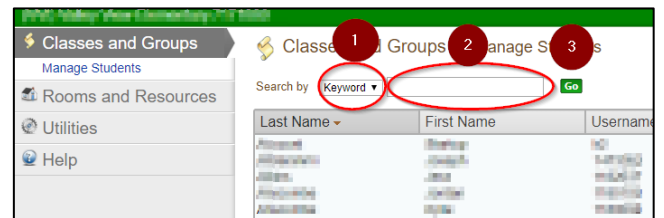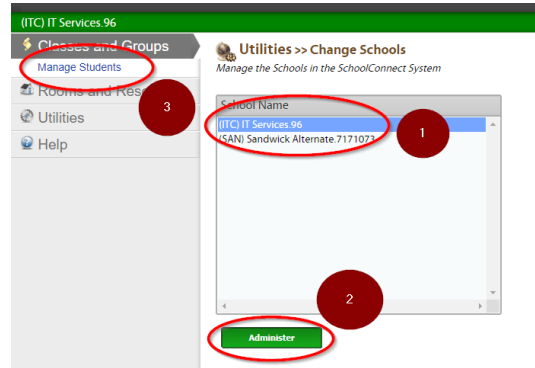# Changing Student Passwords

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	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.
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)
4	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	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**.

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