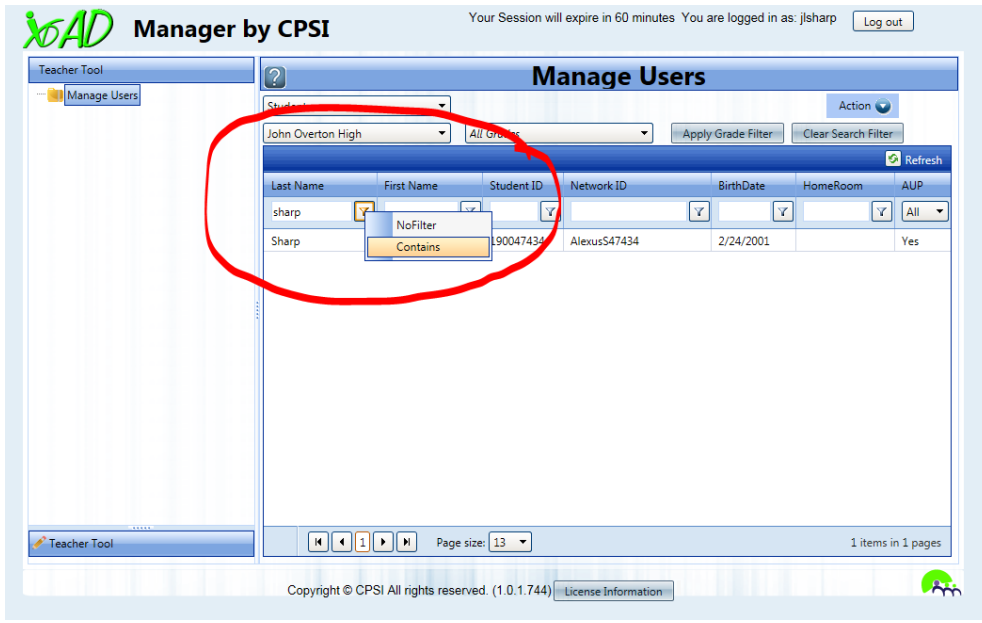
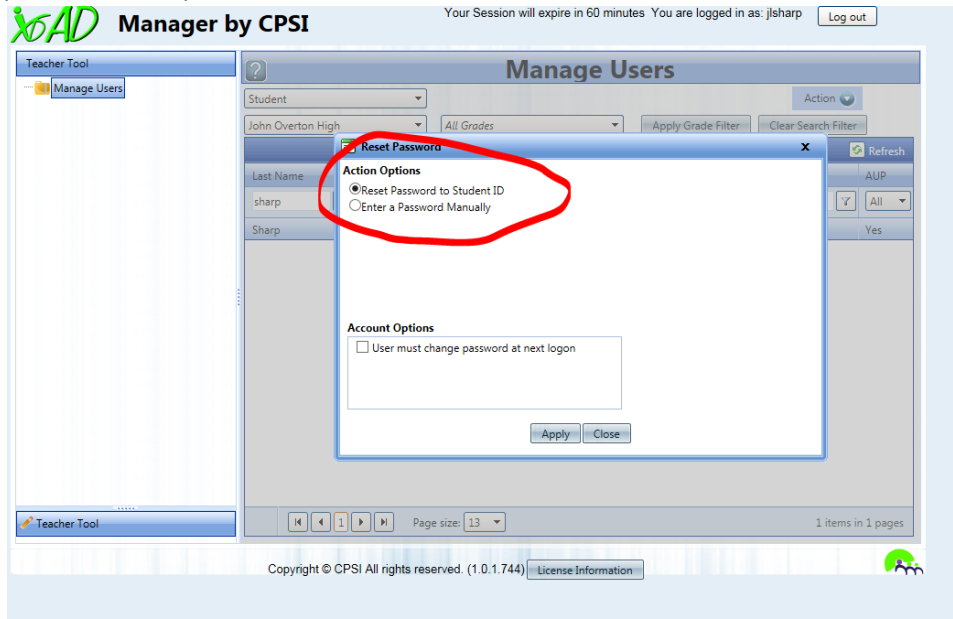


## Steps to Reset a Student Password

1. Go to <http://10.189.200.203/password/> (Bookmark this link for quick access!) Log in with your usual credentials.
2. Type the student's last name in the "last name field" and then click on the drop down and select "Contains" (shown below).



3. Select the name of the correct student. Then, find the drop down menu that says "Action" in the top right corner of your screen. Click on it, and select "Reset Password."
4. From the available options, select "Set password to student ID" and click on "Apply" (shown below).



5. Wait just a few moments, and the student should be able to log in.