New for the 2019-20 school year, students in grade 3 will be required to change their Network login password on first login. Previously, these students did not require a password. Creating a password will improve security for these students.

REMINDER: All school staff members can reset student Network login passwords. The password reset tool is located in the staff shared drive in the Password Reset folder.

Initial Password Reset

1. To access login screen on computer, press any **key** on keyboard.
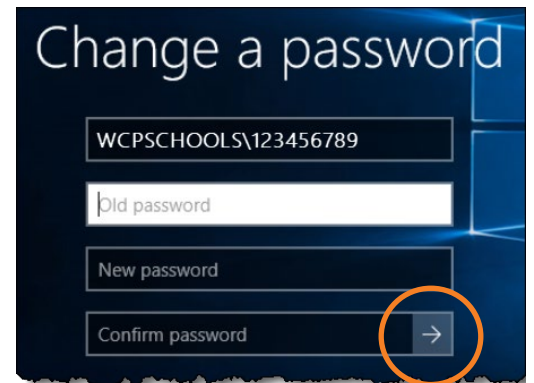
2. In both User name and Password fields, enter **student ID**.

3. Click **arrow**.

   - Students will be prompted to change their password.

4. In Old password field, enter **student ID**.

5. In both New password and Confirm password fields, enter a **new password**.

   - Must contain at least 6 characters
   - Cannot be the student ID

6. Click **arrow**.

Password has been reset.