Resetting a Student Password
Teacher Directions

It's easy for a student to change their password if they are logged into their account. A student Account screen is displayed at the right. By tapping on the link named **Edit Profile / Change Password**, the student can change their password.

Tasks and Courses
View the tasks currently assigned to you by your teachers/professors.

Edit Profile / Change Password

Sign Out

The process involves entering the existing password and then entering the preferred new password twice. If the **Confirmed password** matches the **New password**, then the password is reset.

Password Reset

Please use the form below to change your password

Your existing password:

New password:

Confirm password:

Change password

But as we know, passwords are often forgotten and that would mean a password reset is impossible. There are **two options** at this point.

Option 1: Student-Initiated Password Recovery

A student can attempt a Password Recovery process on their own from the Log in screen by tapping on the **Forgotten password** link. They enter their email/username and a password recovery link will be sent to them. This option often fails because school email addresses filter our notification emails or our password token is corrupted as it passes through the security systems. So we recommend **Option 2**.

Login

If you already have an account, please log in.

Email:

Password:

☐ Stay signed in on this computer

Sign in

Forgotten password

Option 2: Teacher Reset of Student Password
A teacher can easily reset a student's password. Here are the directions:
1. Log into your account.

2. From the Account page, tap on the **Courses** link. Your courses or classes will be listed.

3. Find the class for the student whose password you wish to reset. Tap on the **View** icon (eyeball) to view details of the class.

Classes

Here are your classes.

Add New Class

Actions	Name	Status	Students
👁 ✖	Physics, Period 1	Active	14

4. Your student roster appears. Tap on the password Reset Icon next to the student's name.

   A password reset box appears on the screen. Enter the password and confirm the password.

   Notify the student that their password has changed and what it has

Students

Click the View icon to see the student's current progress and edit Deadlines, Points, and Statuses for them.

Add Student   Export Student Progress

Actions	Student	Student Registered	Tasks Started	Tasks Completed
👁 🗑 ✳		Registered	0/1	0/1
👁 🗑 ✳	de Darke, Alfredo	Registered	0/1	0/1
👁 🗑 ✳	Dingwaives, Stan	Registered	0/1	0/1
👁 🗑 ✳	Dover, Ben	Registered	0/1	0/1
👁 🗑 ✳	Dover, Eileen	Registered	0/1	0/1
👁 🗑 ✳	Formula, Noah	Registered	0/1	0/1
👁 🗑 ✳	Istree, Kim	Registered	0/1	0/1

Password Reset Icon

been reset to. The student can then log into their account and change their password.