

## How to reset a Student's password

The following is a guide for all staff members, especially teachers to reset **Student's** passwords.

This will help in reducing the number of students wandering the grounds during class times, and prevent passwords being changed to the wrong accounts.

### How do I reset a student's password?

From the Blue and Yellow intranet page, select the Reset Student link. It looks like the image below.



Next, log into the window that opens with your 'E' number and your password. The window will look like the image below.

You should now get a new window, where you can either enter a student's name, or select a whole class, like the picture below.

User Id	Year	Description	Apps	OID S
nathan alexander.3	9	Year 09		Ok

1. When you have made your choice, there is a **Search** button.
2. If using the **Timetable Class** method to reset a whole class of students, use the **'Select All'** button, then go to the bottom of the window, type the new password for your student(s) and click on Reset Password. See picture below.

Remember, there must be at least one **Capital** letter and one **Number**, and a minimum of 6 characters in total.