





# Classlink – Password Reset / Expired PWs

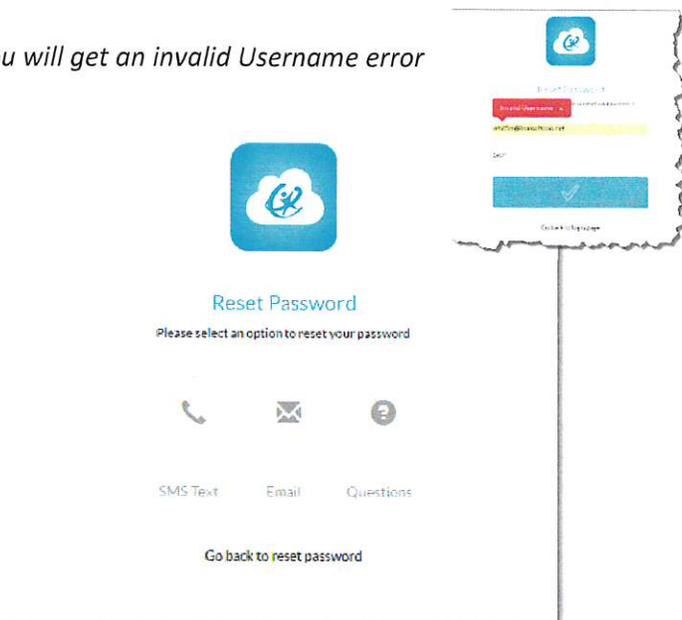
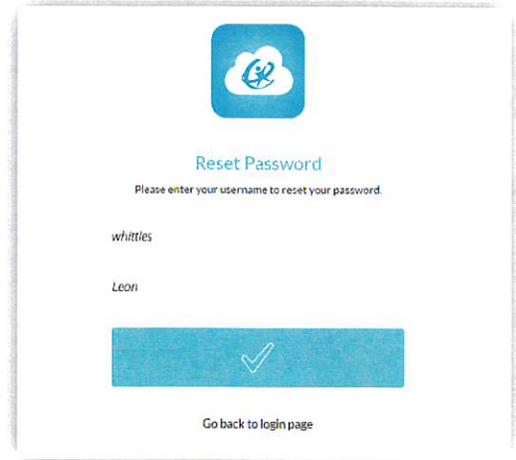
## Password Reset / Expired Passwords

### Resetting your password using ClassLink

- ▶ If Teacher / Student / Admin lets their network password expire, or it expires over a long break (Winter Holidays, Spring Break, Summer Break, etc) then you can reset it as long as you have set up password recovery options within ClassLink
- ▶ To reset your password, Click on the ClassLink icon on your schools website and then press the “**Help, I Forgot my Password**” link at the bottom
- ▶ Enter your username and press the Check button
  - ▶ Students user names are their Student ID # (Ex 123456789)
  - ▶ LCS Employees are their Network usernames (Ex Whittles)

**Please note:** If you access the password reset screen from any LCS website, it will prepopulate the Reset Password Code field with **LEON**. If the login page **does NOT contain the LCS logo** like the image on the top right above, please use the ClassLink icon from ANY LCS websites homepage access the correct LCS login page

- ▶ Do not use your e-mail address or you will get an invalid Username error
- ▶ Select your available reset options (SMS, Email, or Security Q’s) based on what you configured earlier in your **Password Recovery Setup** in your profile.





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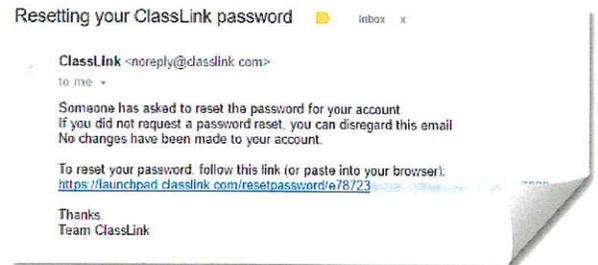
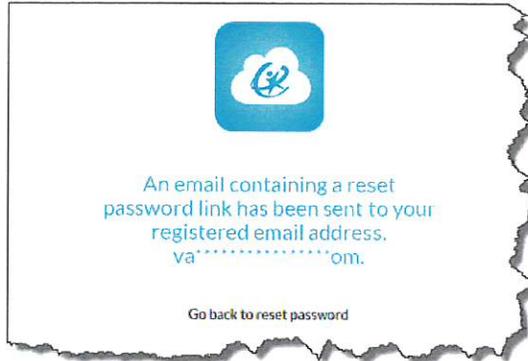
## Text

- ▶ Text will send a code that you will enter in the next window



## Email

- ▶ Email - will send you a reset Link (*Please remember to*



*check your Junk/Spam filters)*

## Security Questions

- ▶ Security Questions – Will ask you your security questions



## Set new Password

Once you have correctly answered or responded using any of the three possible password recovery methods, you can reset your network password.



***Please note:*** All network password security requirements apply