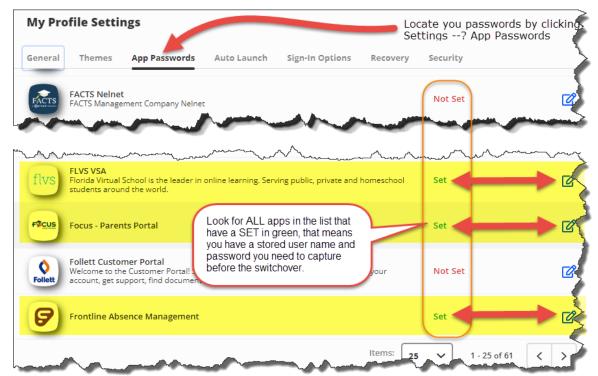




Prepared for Leon County Schools

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Version 1.0







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#### **DOCUMENT CONTROL**

DOCUMENT CONTROL					
Author		Scott Whittle			
Title		Collecting your Stored Credentials from your Password Locker in ClassLink			
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Milestone		End User Training			
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Version	Revision Date	Revision Comments	Author		
Version 1.0		Revision Comments  Created Document	Author Scott Whittle		
	Date				
	Date				
	Date				



To prepare from the Switch from ADFS over to Azure, all users need to collect their stored passwords from their apps in ClassLink.

WARNING! - These will NOT transfer automatically, you MUST do this MANUALLY!

### Step 1 – Locate your app passwords

1. Open your Profile by clicking on Settings and then select the App password tab -

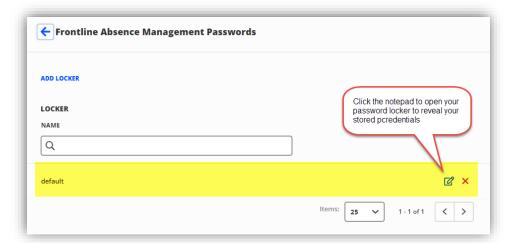


- 2. Locate any apps that have the word "SET" in green.
- 3. Click on the Notepad to open your password locker



### Step 2 - Open your Password Locker

1. Click on the Notepad Icon to reveal your hidden credential



### Step 3 - Write down your stored credentials

1. Write down your Username and password (Click the eye to reveal you hidden password)

