

# Collecting your Stored Credentials from your Password Locker in ClassLink



Prepared for  
Leon County Schools

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**My Profile Settings**

General Themes **App Passwords** Auto Launch Sign-In Options Recovery Security

Locate your passwords by clicking Settings --? App Passwords

FACTS Nelnet FACTS Management Company Nelnet	Not Set	
FLVS VSA Florida Virtual School is the leader in online learning. Serving public, private and homeschool students around the world.	Set	
Focus - Parents Portal	Set	
Follett Customer Portal Welcome to the Customer Portal! account, get support, find documents	Not Set	
Frontline Absence Management	Set	

Look for ALL apps in the list that have a SET in green, that means you have a stored user name and password you need to capture before the switchover.

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## Collecting your Stored Credentials from your Password Locker in ClassLink

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

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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



# Collecting your Stored Credentials from your Password Locker in ClassLink

## Step 2 – Open your Password Locker

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

## Step 3 - Write down your stored credentials

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