Classlink – Password Reset / Expired PWs

ClassLink

Prepared for

Leon County Schools

Date: January 23, 2018

Version 1.0

Reset Password

Please select an option to reset your password

SMS Text   Email

Go back to reset password

Change Password

Please submit your new password

New Password

Confirm password

✓

Go back to login page

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DOCUMENT CONTROL

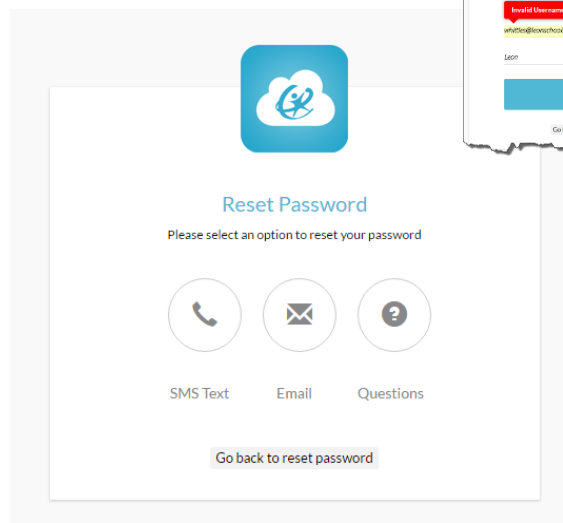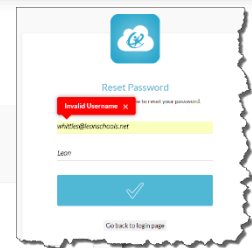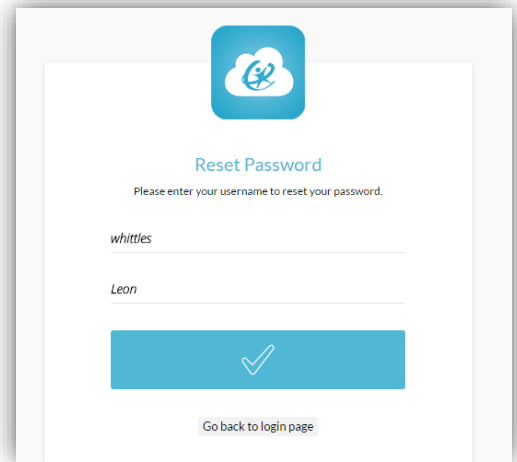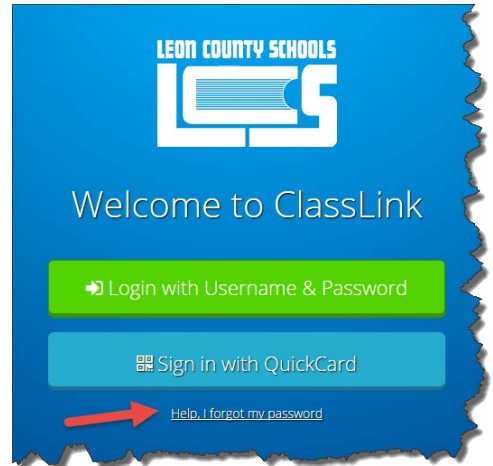| Author	Scott Whittle		
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Password Reset / Expired Passwords

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.
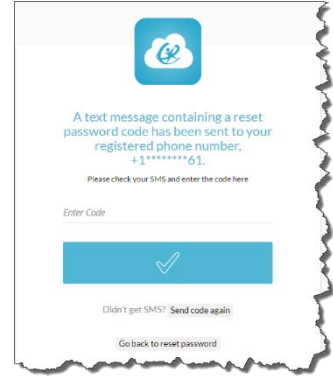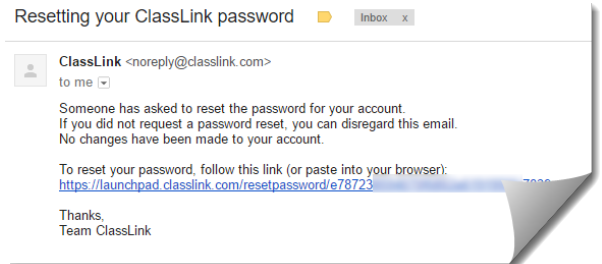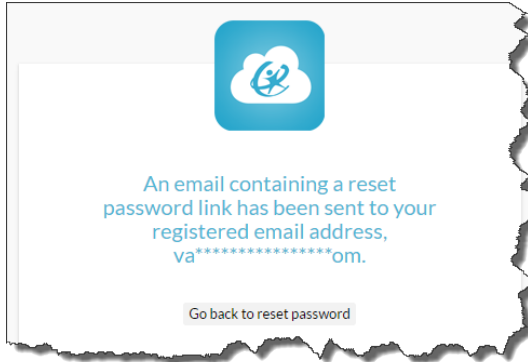
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Text

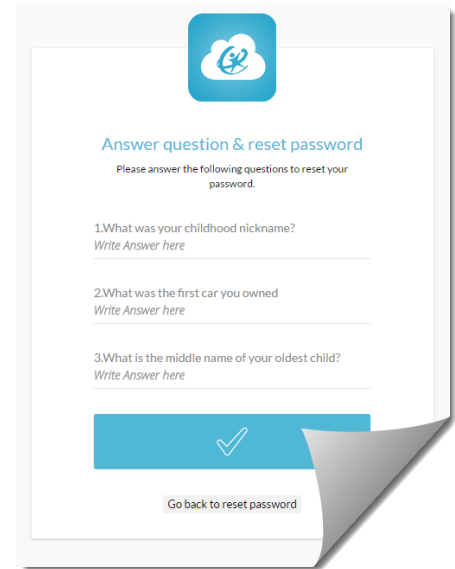▶ _Text_ will send a code that you will enter in the next window

Email

▶ _Email_ - will send you a reset Link (_Please remember to_
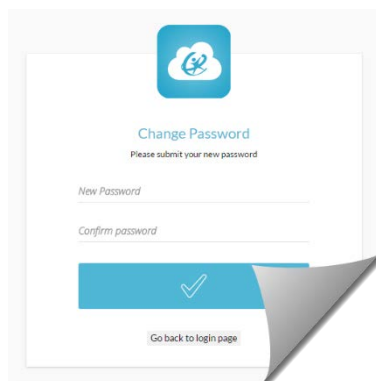
check your Junk/Spam filters)

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_