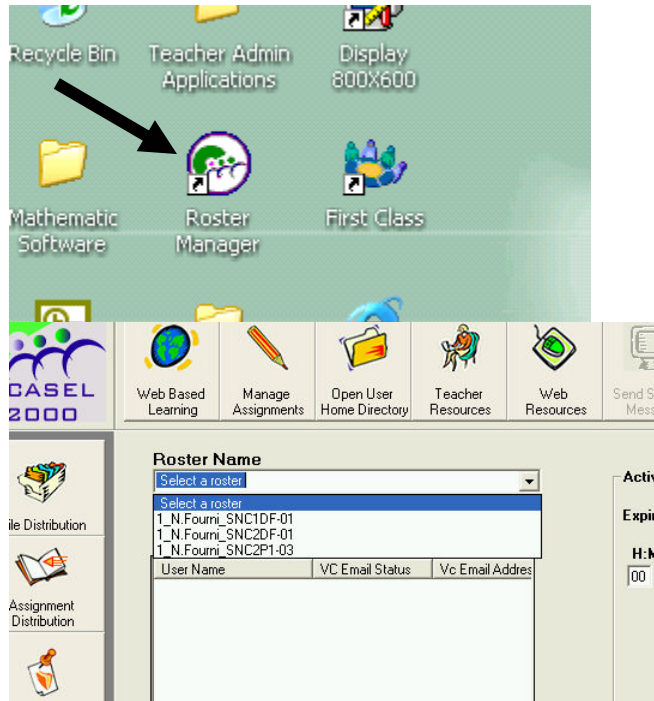


Changing and resetting student passwords

Has one of your students forgotten their computer login or password? Here's how you can change it for them, without coming down to the library.

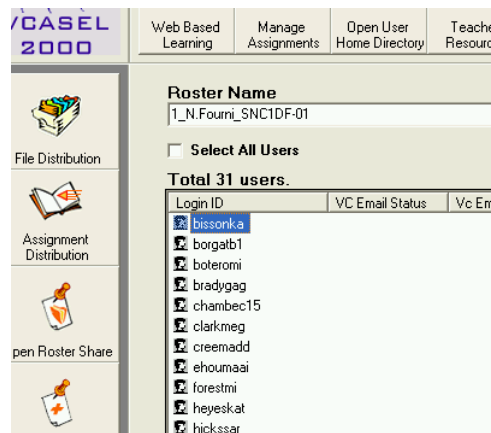
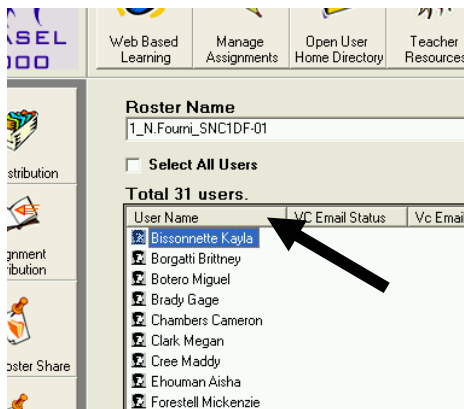
Step 1: Log into your account.

Step 2: Select the Roster Manager icon

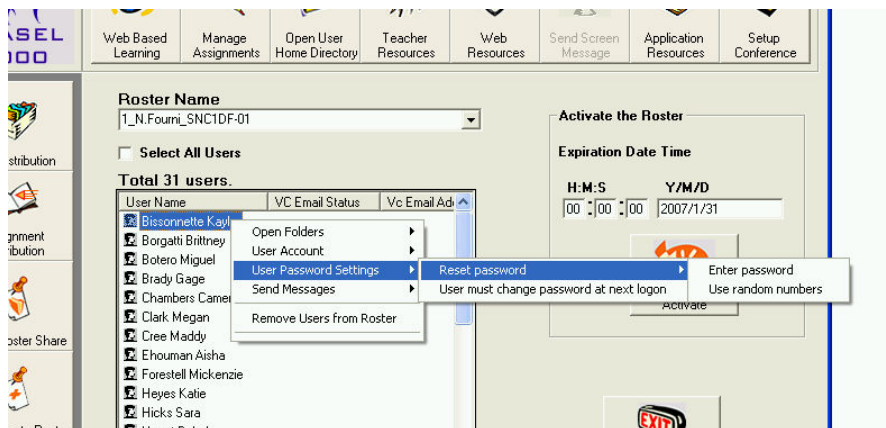


Step 3: In Roster Manager under Roster name, select the class in which the student is enrolled

Step 4: The class list will appear. If the student needs their username only (not their password) click on "User Name" at the top of the table and all user names will replace student names.



Step 5: To change a student's password, click on the student's name to highlight it. Next, right click on the name and drag the mouse over "user password setting", then "reset password" and finally "enter password".



Step 6: A window will appear stating that "Passwords for teachers or staff members..." Click o.k.