

If passwords are district-managed, then contact the administrator in charge of passwords and have the password redistributed to the student.

If passwords are not district-managed, then you can do either of the following:

- Edit passwords (one at a time) on the **Edit User** page. (See [Edit Student Accounts](#) for details.)
- Reset the passwords of one or more students in a class to temporary passwords and then allow the students to create their own passwords. (See below for details.)

Resources	Planner	Classes	Assignments	Reports	My Account
	Find and Manage Students Groups Classes	Add Student Group Class	Import Students and Classes	Settings Commenting	

Manage Classes

Export

Export Classes

My Classes

1 - 2 of 2 Records

Select	Name	Grade	Period
<input type="radio"/>	Reading 1	1	All
<input checked="" type="radio"/>	Reading 2	1	All

1 - 2 of 2 Records

View Class Roster Edit Class...

Add Class...

Find Class

- 1 Click the **Classes** tab, move to the **Find and Manage** area, and then click **Classes**.
- 2 Select the class for which passwords are being changed.
- 3 Click to display the **View Class Roster** page.

Reset Passwords

- 1 Select a check box to reset the password for a student or click the **Select All** check box to reset passwords for the entire class.
- 2 Click **Reset Password**, and then click **Yes** on the confirmation dialog box. A **Temporary Student Passwords** dialog box appears displaying all the temporary passwords for the class.

View Class Roster

Select class

Class Name: Find Clear

View class roster

1 - 4 of 4 Records

Last Name	First Name	User Name	Reset Password?
Fox	James	jamesfox	<input checked="" type="checkbox"/>
Ortega	Sophia	ortega	<input checked="" type="checkbox"/>
Parks	Eleanor	eleanorparks	<input checked="" type="checkbox"/>
Smith	Michael	michealsmith	<input checked="" type="checkbox"/>

1 - 4 of 4 Records

2 Reset Password

Export Class Roster Back

Record and Distribute Temporary Password

- 3 Click to print, or record the temporary passwords, and then distribute these to the students.
- 4 Instruct your students to log in to *ThinkCentral* using the temporary passwords. After logging in with temporary passwords, students are prompted to create a new, permanent password.

Temporary Student Passwords

The following temporary passwords have been created.

Last Name	First Name	User Name	Reset Password
Fox	James	jamesfox	123456
Ortega	Sophia	ortega	123456
Parks	Eleanor	eleanorpark s	123456
Smith	Michael	michealsmit h	123456

3 Print Close

i You will not be able to view these passwords again once you close this dialog. You can print the list for your records.