

Reset Student Passwords

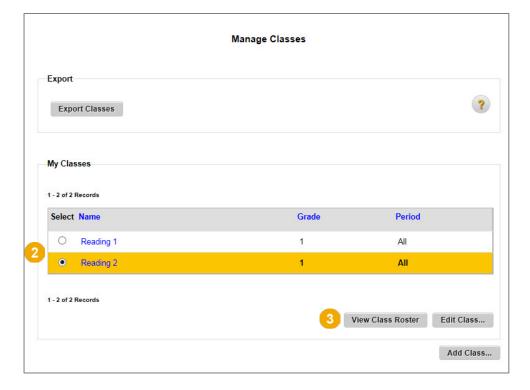
(Teacher)

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.)



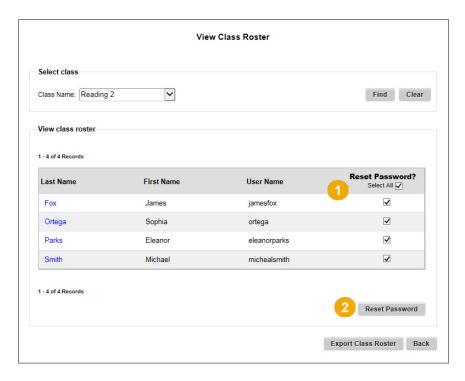


Find Class

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

Reset Passwords

- 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.
- 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.



Record and Distribute Temporary Password

- Click to print, or record the temporary passwords, and then distribute these to the students.
- 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.

