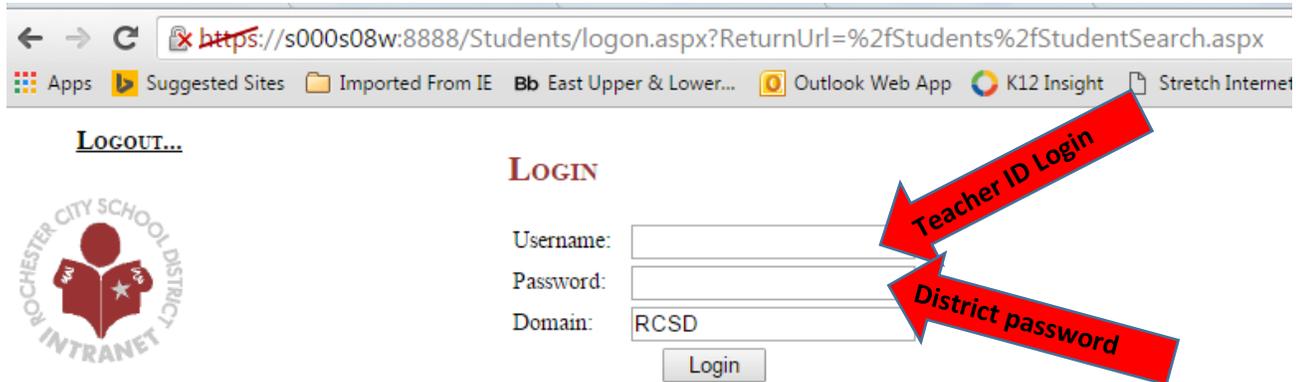## Resetting a Students Password

1. Go to Favorites>RCSD Teacher Tools>Student Account Access
2. Username is ==YOUR TEACHER ID==
3. Password is your ==regular district login==

4. Put in student ID
5. Student First Name
6. Student Last Name
7. School #61 (but you don't need it)
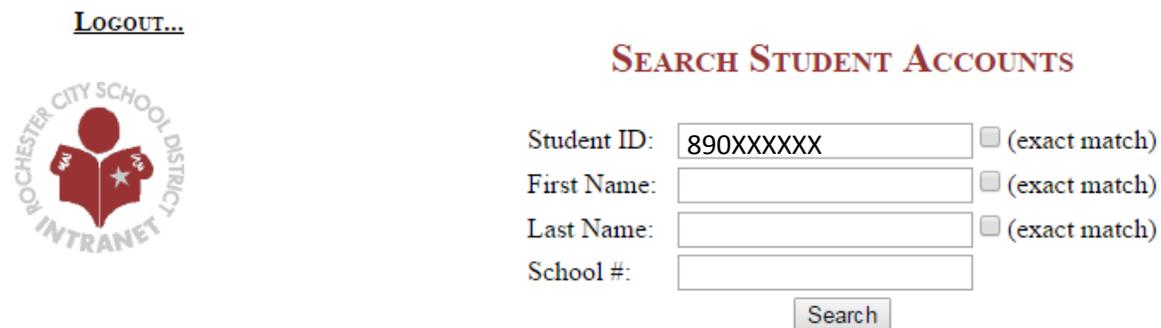
SEARCH STUDENT ACCOUNTS

Student ID: XXXXXXXX ☐ (exact match)

First Name: keysha ☐ (exact match)

Last Name: febo ☐ (exact match)

School #:

[Search]

1 results found...

8. Click on Student ID

STUDENT ID	LAST NAME	FIRST NAME	SCHOOL #	GRADE
XXXXXXXX	Febo	Keysha	0061	10

ACCOUNT DETAILS

Account Status:	ENABLED
Username:	XXXXXXXX
First Name:	Keysha
Last Name:	Febo
Display Name:	Febo, Keysha
Description:	Student 0061 - Grade 10
Grade:	10
School:	0061
Profile:	
Home Folder:	\\s000s06f\studenthomes$\890209\890209751
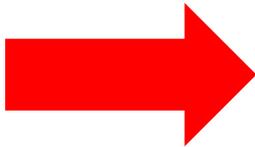
RESET PASSWORD

[   ] [Reset]

Reset Password to Birthday (MMDDYYYY)