

## Student Computer Logins/Access

Username: **S + ID#** (example: S12345)

Password: **s + ID# + !** (example: s12345!)

Students will be prompted to change their passwords upon initial login. Password requirements:

- 8+ characters
- Combination of uppercase, lowercase, & numbers
- Can NOT contain first/last name or ID#

Upon logging in to a school computer for the first time, students may log in to Infinite Campus. **Use the NEW login information that was just created to also log in to IC!**

Sign up for self-service application! This allows students to reset their own passwords in case they forget them. The other option is for the teacher to complete a CSR to have the HelpDesk reset it.

## Self-Service App

### **Registering**

1. “Student Links” folder → “MyPassword” link
2. Register by signing in with current ID# & password
3. Enter username: s + ID# (ex. s12345)
4. Enter current password in the password field (the one you use to login to the computer) & LOGIN
5. On the “Welcome” screen, click “Click Here” link [1<sup>st</sup> time users only]
6. Choose the specific number of security questions & answers on “Enrollment” tab & ENROLL

### **Resetting a Password**

1. Press Control/Alt/Delete like you normally would to login to the computer
2. Click on “Reset Password/Unlock Account”
3. Follow steps to reset

OR

1. “Student Links” folder → “MyPassword” link
2. Click “Reset Password”
3. Enter username (ID#) in the “Domain User Name” field & CONTINUE
4. Answer the security questions & CONTINUE
5. Create a new password & confirm the password & click “reset password”

