

## Resetting Password for Forsyth County School System Account Self Service

These directions are meant for allowing users to reset their own passwords if they have [forgotten their password](#) or just need to [reset it at any time](#). Prior to being able to use this service to reset a password, users must go into the site and answer the security questions.

**Setting Security Questions and Answers:** *Only has to be done first time you visit the site.*

1. Go to <https://me.forsythk12.org/>
2. Enter your Username and Password and click **Go**.

A screenshot of the Forsyth County School System Account Self Service login page. The page has a dark blue header with the Forsyth County Schools logo and the text "Forsyth County School System Account Self Service". Below the header, there are two input fields: "Username" and "Password". The "Password" field has a small eye icon to its right. Below the input fields is a yellow "Go" button. At the bottom of the page, there is a link that says "Other Account Actions".

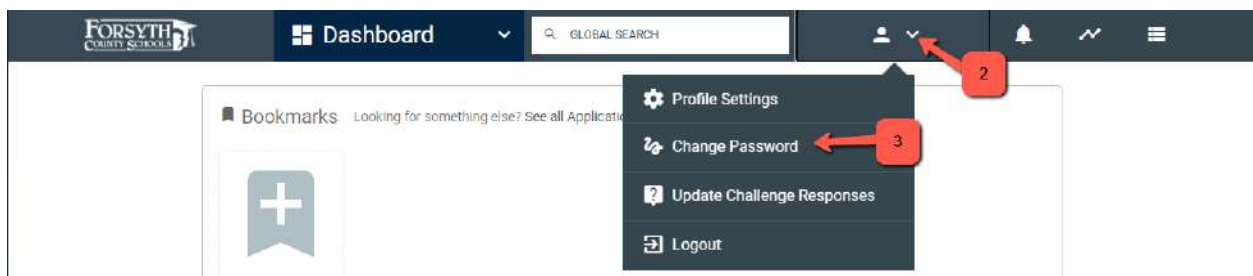
3. Answer three security questions and click Save.

**Using Account Self Service to Change Password at any time (you know your password but need to reset it):**

1. In Classlink, open the Teacher Tools folder, and then click on the *FCS Account Management icon*.



2. Once the site opens, click on the dropdown arrow next to the person icon on the top menu bar.
3. From the dropdown list, select **Change Password**.



4. On the Change Password window that opens, type your *Current Password*, *New Password*, and *Confirm New Password*. Then, click **Save**.

**Change Password** [X]

**Default Password Policy**

Default Password Policy

Be at least 8 characters in length

Contain characters from three of the following four categories:

- English uppercase characters (A through Z)
- English lowercase characters (a through z)
- Base 10 digits (0 through 9)
- Non-alphabetic characters (for example, !, \$, #, %)

Complexity requirements are enforced when passwords are changed or created.

CURRENT PASSWORD

NEW PASSWORD

CONFIRM NEW PASSWORD

Your new password **MUST** be:

- 8-255 characters long

Your new password **MUST** meet 3 of the following (0/3 met):

- Minimum 1 uppercase letter
- Minimum 1 lowercase letter
- Minimum 1 number
- Minimum 1 special character

Do NOT use:

Cancel [Save]

5. Password change is complete. You can click on the click on the dropdown arrow next to the person icon on the top menu bar and select **Logout**.
6. **Be sure to go to any personal devices (phones and/or tablets) and reset the your passwords on them.**

## Using Account Self Service to Change Password when you have forgotten your password:

1. Go to <https://me.forsythk12.org/>
2. Once the site loads, click the **Other Account Actions (Forgot Username or Password)** link.



3. From the list of options, click **Forgot My Password**.



4. Step 1: Enter your username and click **Next**.



5. Step 2: The next screen will ask one of your security questions. Enter your answer and click **Next**.
6. Step 3: Enter a new password and verify new password, using the password complexity requirements shown. Click **Next**.

**Step 3 of 4**

**Fill out the following fields to change your password. Failure to change your password on this screen may result in the disabling of your account.**


Staff Password Policy


Be at least 8 characters in length

Contain characters from three of the following four categories:

- English uppercase characters (A through Z)
- English lowercase characters (a through z)
- Base 10 digits (0 through 9)
- Non-alphabetic characters (for example, !, \$, #, %)

Complexity requirements are enforced when passwords are changed or created.

New Password  

Verify Password  

Next 

7. Step 4: Password change is complete.

**Step 4 of 4**

**Password change complete.**

You may now close this window.

8. Be sure to go to any personal devices (phones and/or tablets) and reset the your passwords on them.