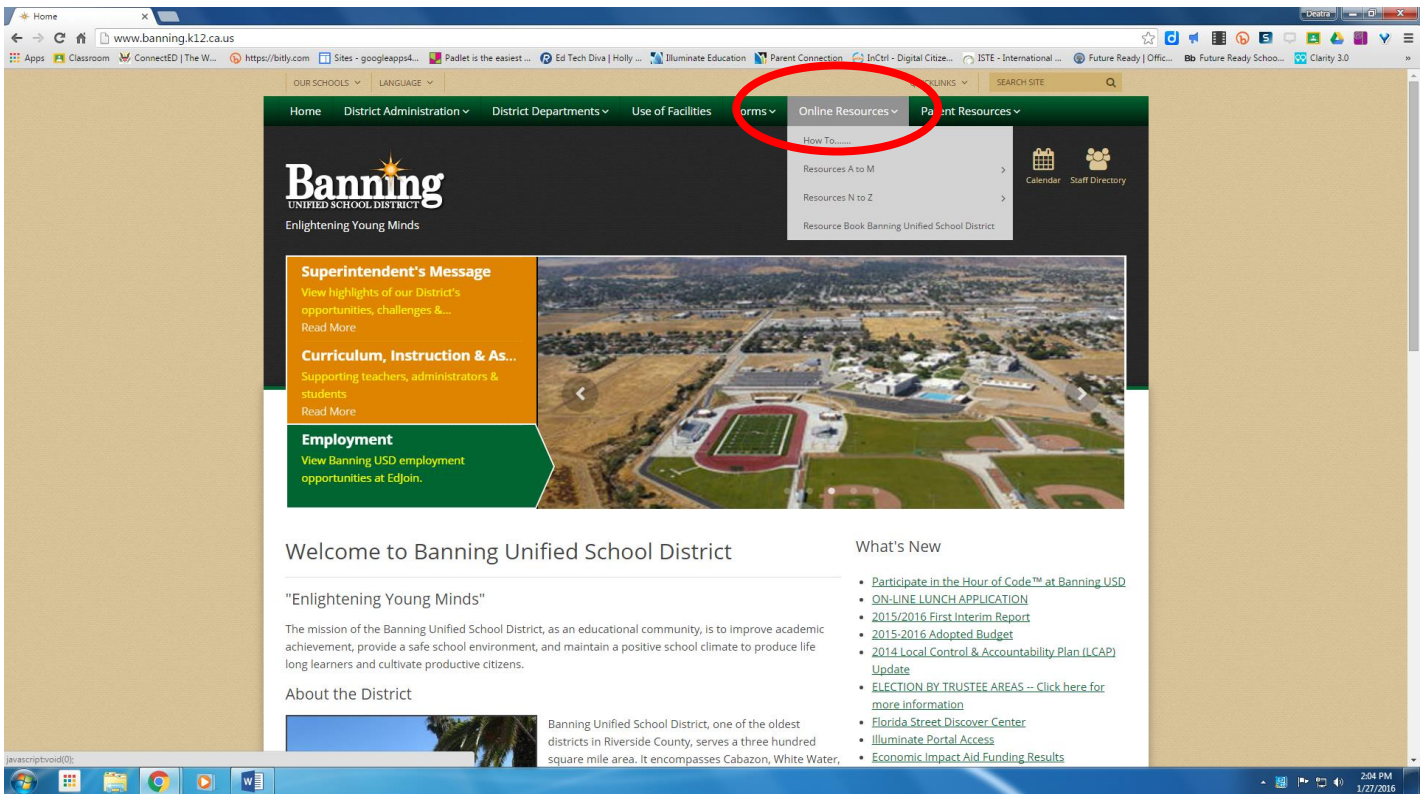


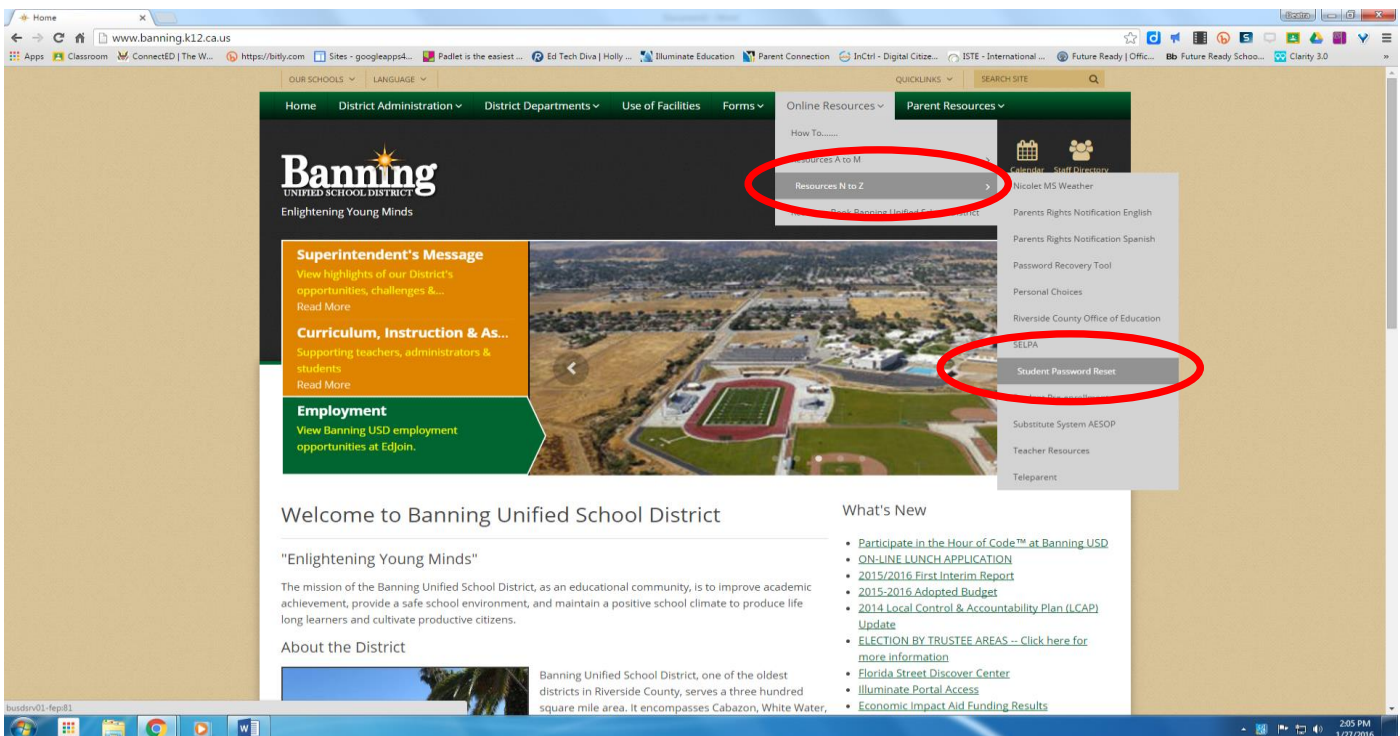
# STUDENT PASSWORD RESET

Teachers now have the ability to change passwords for their students.

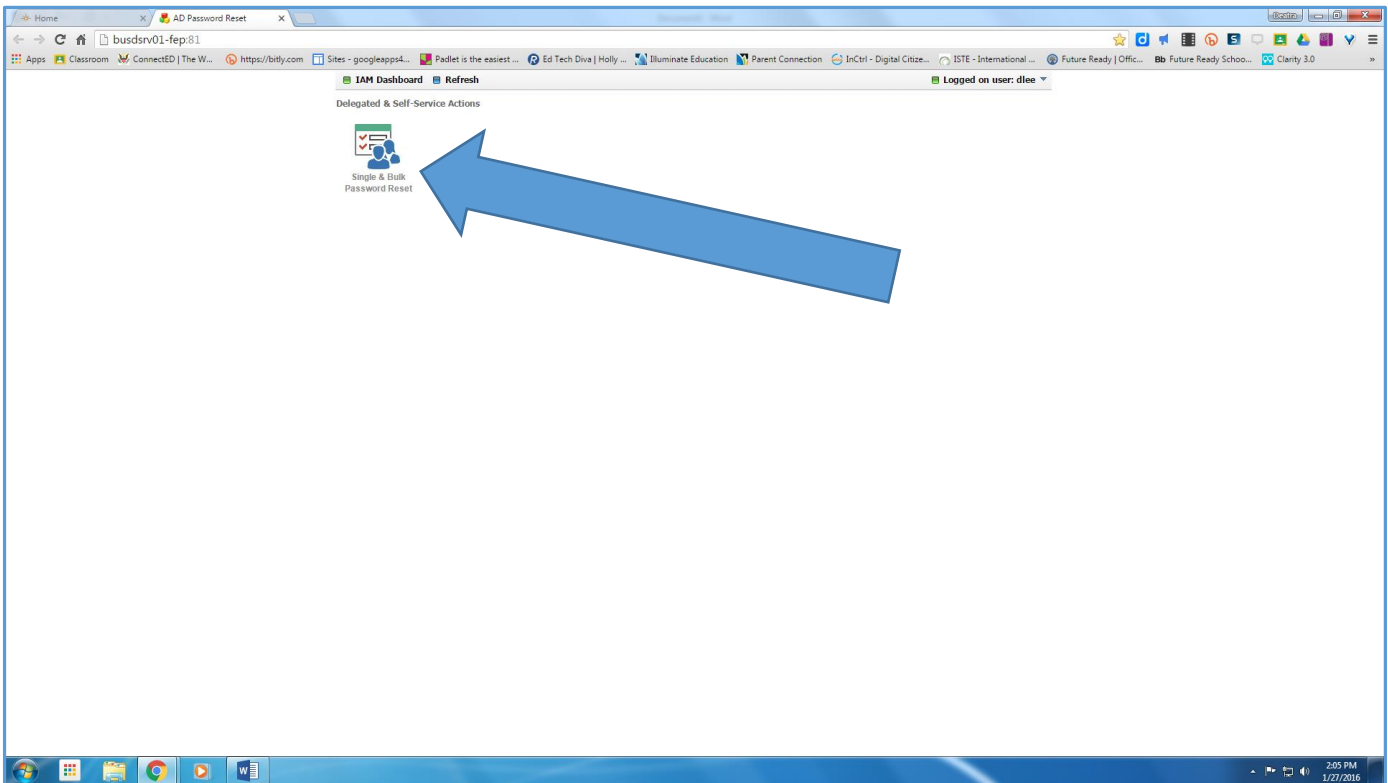
- 1) Make sure you are logged on to our district network. (Log on to your teacher computer as usual)
- 2) Go to [www.banning.k12.ca.us](http://www.banning.k12.ca.us) and click on "Online Resources"



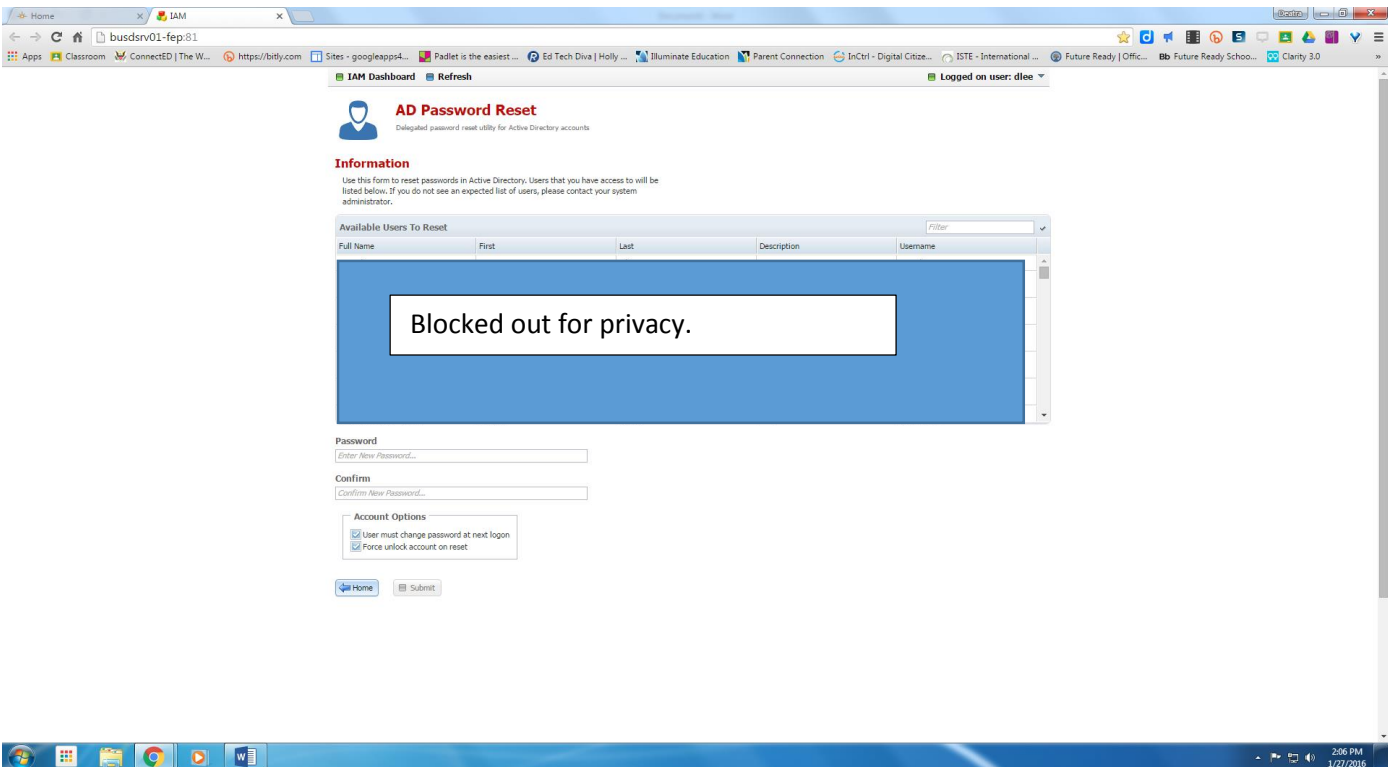
- 3) Scroll to "Resources N to Z" and select "Student Password Reset"



4) You will be sent to this page, click on the icon titled “Single & Bulk Password Reset”



5) You will see the list of students at your site.



- 6) In Filter, type the name of the student who needs a password change.
- 7) Select the student, the row will highlight in blue when properly selected.
- 8) Type the new password, type it again in the confirm box.  
**\*\*\*Passwords must be at least eight (8) characters with letters and numbers\*\*\*\*\***
- 9) Decide whether or not you want the student to change his/her password on next log in.
- 10) Make sure “Force unlock account on reset” is selected.
- 11) Click “Submit”.

The screenshot shows the 'AD Password Reset' web application interface. The page title is 'AD Password Reset' with the subtitle 'Delegated password reset utility for Active Directory accounts'. Below the title is an 'Information' section with instructions. The main content area is titled 'Available Users To Reset' and contains a search box with 'train' entered and a table with one row: 'BUSD Training' with columns for Full Name, First, Last, Description, and Username. Below the table are two password input fields labeled 'Password' and 'Confirm', both containing eight asterisks. Underneath are 'Account Options' with two checked checkboxes: 'User must change password at next logon' and 'Force unlock account on reset'. At the bottom are 'Home' and 'Submit' buttons. Four blue callout boxes with arrows point to these elements: 'Search for student' points to the search box, 'Change Password' points to the password fields, 'Leave the 2<sup>nd</sup> box checked' points to the 'Force unlock account on reset' checkbox, and 'Click submit to complete the password change.' points to the 'Submit' button.