

# Resetting Passwords Through Teacher Console

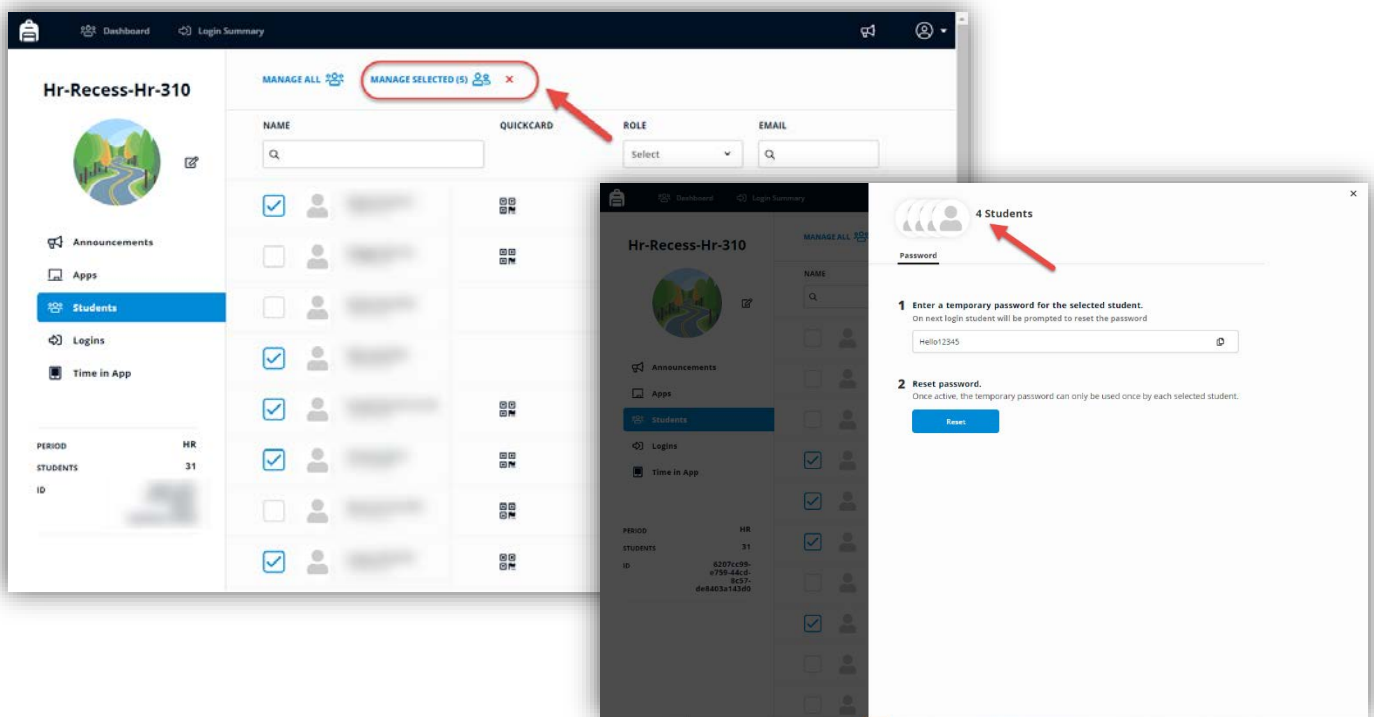
**Audience:** Instructor

If a student has lost or forgotten their password, the Teacher Console can be used for teachers to initiate the process to have students reset it for themselves.

1. To initiate the process for a student to change their password, go into the Teacher Console, click on the appropriate class, select the **Students** section, and then click the name of the student whose password you wish to reset.
2. In the menu that appears, click enter a temporary password for the student to use, then click the **Reset** button. On their next login, they will be prompted to enter their temporary password and then create a new password.

The screenshot displays the Teacher Console interface. On the left, a sidebar shows navigation options: Dashboard, Login Summary, Announcements, Apps, Students (highlighted), Logins, and Time in App. Below the sidebar, a table lists students for the class 'Hr-Recess-Hr-310'. The main area is titled 'Manage Student' and shows a student's profile with fields for SourcedId, Username, Role (Student), Email, and Grades (01). A red arrow points from the student's profile to the 'Password' section on the right. The 'Password' section contains two steps: 1. 'Enter a temporary password for the selected student.' with a text input field containing 'Hello12345' and a yellow circle with the number '1' next to it. 2. 'Reset password.' with a blue 'Reset' button and a yellow circle with the number '2' next to it. A 'Confirm Reset?' dialog box is overlaid on the 'Reset' button, with a yellow circle with the number '3' next to the 'Confirm' button. A 'Result Report' notification at the bottom right shows a green checkmark and the text 'Success: 1 student(s)'.

3. It is possible to reset the password for multiple students as well. Click on the checkbox next to each of the students whose passwords you wish to reset, then click on the **Manage Selected** button at the top of the **Students** section.



4. To reset all student passwords in a class, click **Manage All** at the top of the **Students** section.

