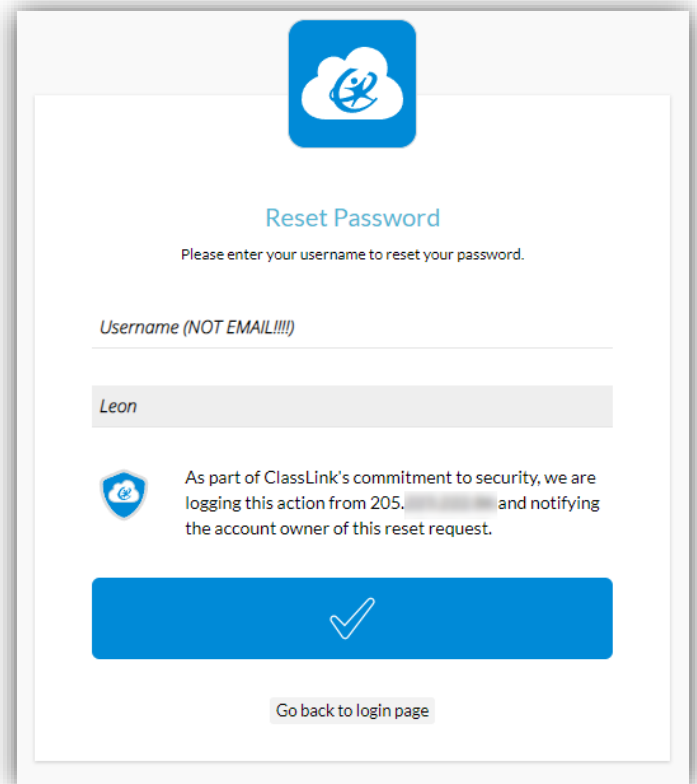
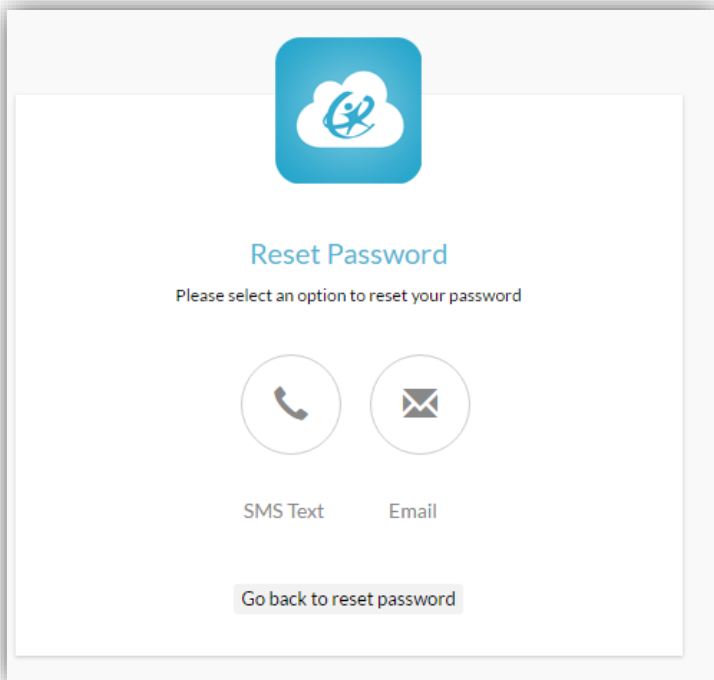


Classlink – Password Reset / Expired PWs



Prepared for
Leon County Schools

Date: December 14, 2022
Version 1.0



SCOTT WHITTLE - TRAINER



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DOCUMENT CONTROL

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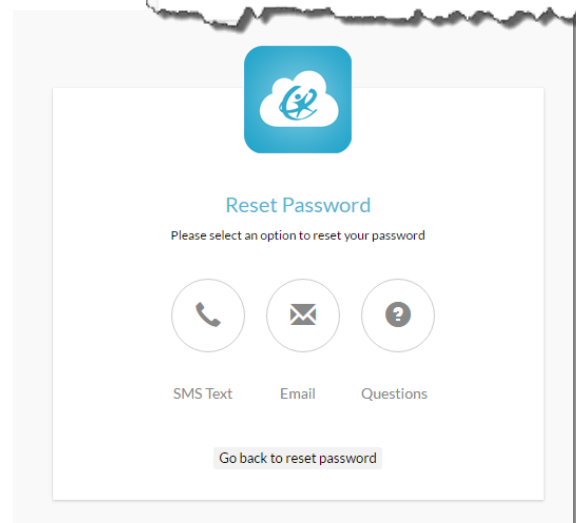
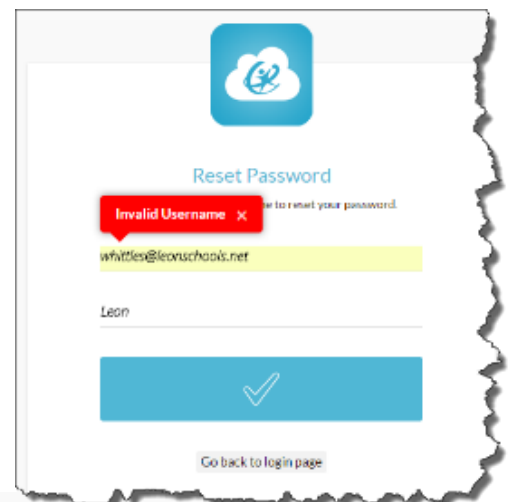
Password Reset / Expired Passwords

Resetting your password using ClassLink

- ▶ If Teacher / Student / Admin lets their network password expire, or it expires over a long break (Winter Holidays, Spring Break, Summer Break, etc) then you can reset it as long as you have set up password recovery options within ClassLink
- ▶ To reset your password, Click on the ClassLink icon on your schools website and then press the “**Help, I Forgot my Password**” link at the bottom
- ▶ Enter your username and press the Check button
 - ▶ Students user names are their Student ID # (**Ex 123456789**)
 - ▶ LCS Employees are their Network usernames (**Ex Whittles**)

Please note: If you access the password reset screen from any LCS website, it will prepopulate the Reset Password Code field with **LEON** (If it is missing, make sure to type **LEON**). If the login page **does NOT contain the LCS logo** like the image on the top right above, please use the ClassLink icon from ANY LCS websites homepage access the correct LCS login page

- ▶ **Do not use your e-mail address or you will get an invalid Username error**
- ▶ Select your available reset options (**SMS, Email, or Security Q’s**) based on what you configured earlier in your **Password Recovery Setup** in your profile.

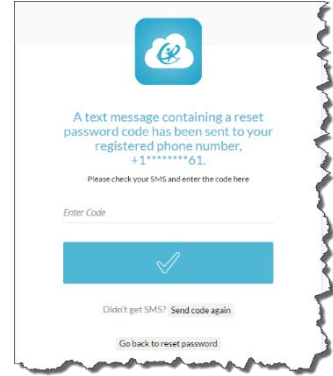




Classlink – Password Reset / Expired PWs

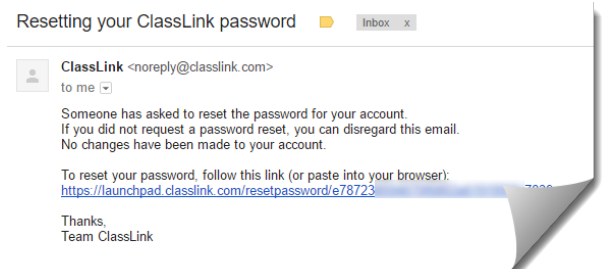
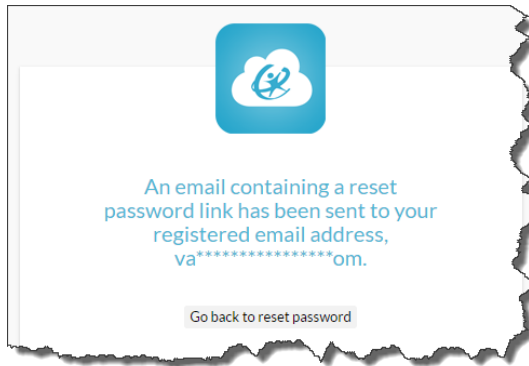
Text

- ▶ Text will send a code that you will enter in the next window



Email

- ▶ Email - will send you a reset Link to your PERSONAL email (Please remember to check your Junk/Spam filters)



Security Questions

- ▶ Security Questions – Will ask you your security questions

Set new Password

Once you have correctly answered or responded using any of the three possible password recovery methods, you can reset your network password.

Please note: All network password security requirements apply

