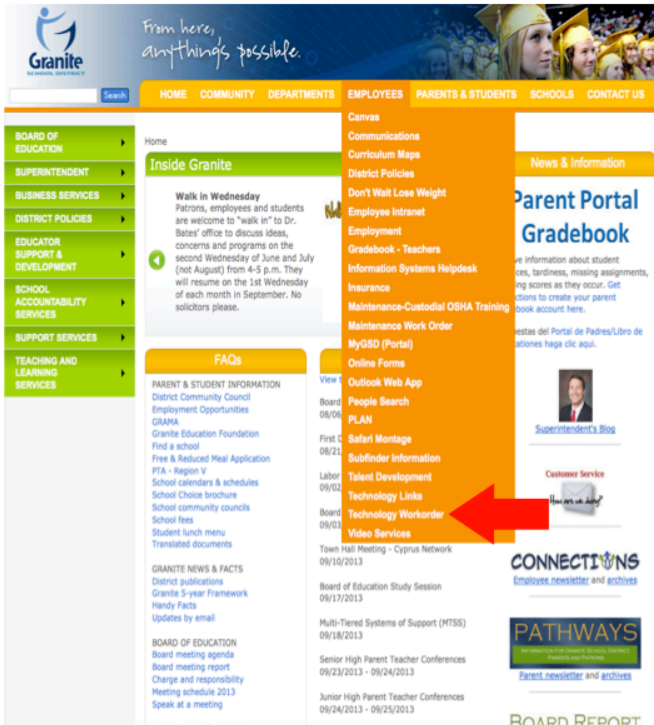
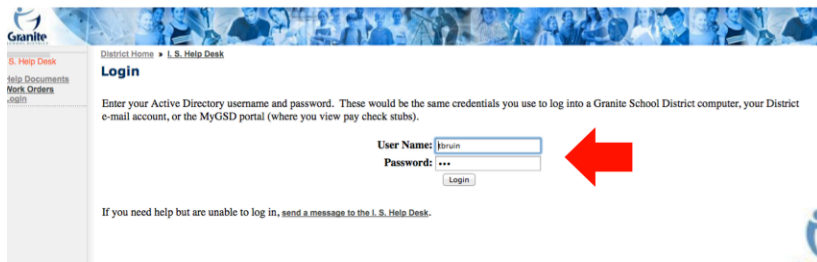


How To Help a Student Change Their Computer Password When They Have Forgotten It

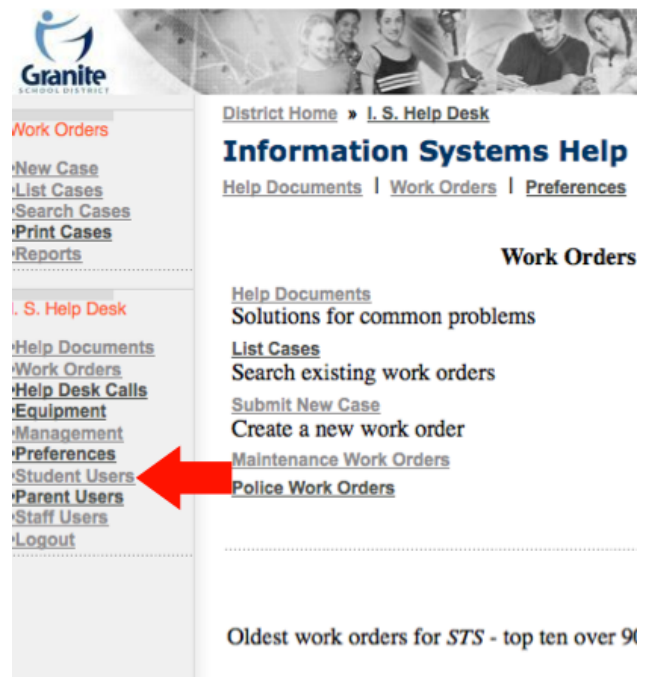
1. An STS, teacher or Lab Aide will login to the computer and go to the District Homepage. Click on Employees and then Technology Workorder.



2. Next, login to the Workorder system with your computer login.



3. Then click on Student Users in the left column.



4. Type in the student's first and last name and click on submit.

District Home » I. S. Help Desk » AD User Accounts

Active Directory User Accounts

First Name: Last Name: Title/Grade: ?

Location: Username: Employee ID:

Limit To:

5. Find the correct student in the list of names and then click on the paper and pencil icon.

	Username	Name	Location	Title	Account Flags
Students:					
	9575576	9575576		10	
	9578414	Abad-Gonzalez, Amariah E	South Kearns Elementary	2	Password Never Expires
	9488520	Gonzalez, Maria	Matheson Jr High	9	
	9612937	<u>Gonzalez, Maria E</u>	<u>Diamond Ridge Elementary</u>	1	Password Never Expires
	9420747	Gonzalez, Maria E	Granger Sr High	11	
	9530511	Gonzalez, Mariana	Hunter Sr High	10	
	9619005	Gonzalez-Rosillo, Maria D	Granite Park Jr High	9	
	9499010	Lucena Gonzalez, Maria Y	Kearns Jr High	9	
	9577395	Moreno Gonzalez, Maria G	Plymouth Elementary	3	Password Never Expires

6. You or the student will then enter the new password twice and click submit.

Be sure it meets the district standard: at least 7 characters long, at least 1 capital letter and 1 number.

[District Home](#) » [I. S. Help Desk](#) » [AD User Accounts](#) » [Change Password](#)

Change Password

Change password for *Maria Gonzalez, 9612937* at *Diamond Ridge Elementary*.



For grades four and higher, the password needs to be at least seven characters long. It cannot contain three or more consecutive characters from the user's first or last name. You cannot reuse old passwords. Passwords must include three out of the following four requirements:

- an upper case letter
- a lower case letter
- a number
- a special symbol (For example: !, \$, #, or %)

New Password:

Confirm New Password:



The student's Active Directory password is now successfully changed. This will change the student's password for all district programs that use the same AD password.