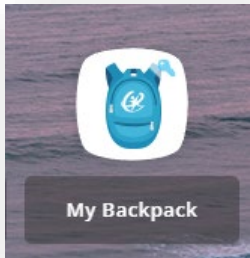


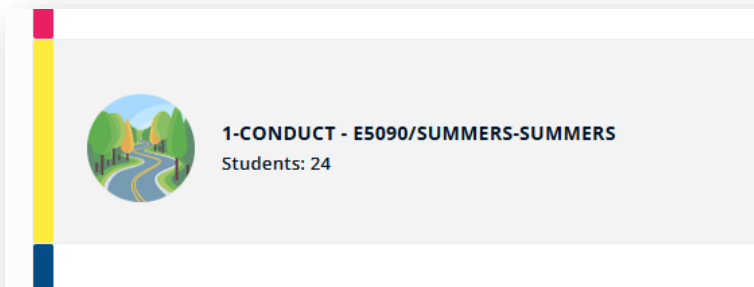
Resetting a Student's Password in Launchpad

Teachers can now reset their students' passwords in the My Backpack app!

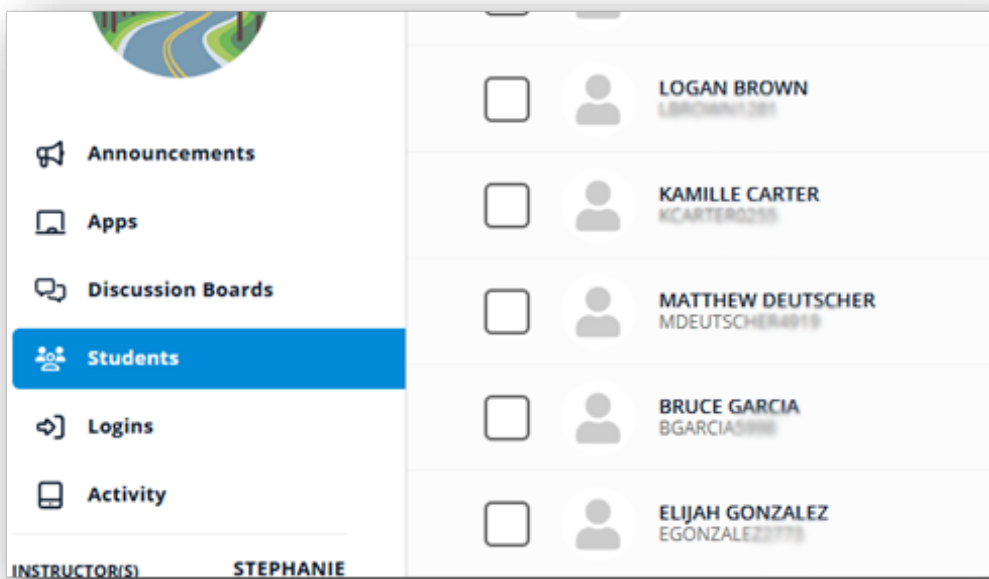
- 1) Look for and click on the My Backpack icon in Launchpad - You will see all your classes.



- 2) Locate the class the student is enrolled in and click on it.



- 3) Click on the student's name.



4) With the student selected, click on the Password tab, enter a password*, and click “Reset”. Close all the windows and you are done!

* We found that, for older students, some teachers may prefer the student to physically enter their own passwords when the teacher gets to step 4. This is more secure and, for older students, this may be preferred.

Please note: This reset may take up to 60 seconds to take effect.

The screenshot shows the 'Manage Student' interface for a student named BRUCE GARCIA. The left sidebar contains the following information:

- Manage Student**
BRUCE GARCIA
- 
- [Student Analytics](#)
- Sourcedid:** 1725998
- Username:** BGARCIA5998
- Role:** Student
- Email:** BGARCIA5998@Stu.Neisd. Net
- Grades:** 05

The main content area has two tabs: 'QuickCard' and 'Password'. The 'Password' tab is active and displays the following steps:

- 1 Enter a temporary password for the selected students**
On next login student will be prompted to reset the password
- 2 Reset Password**
Once active, the temporary password can only be used once by each selected student.
Reset

Although the prompt says, “Enter a temporary password...”, the password entered in step 4, is not temporary and can continue to be used by the student.

THE STUDENT WILL NOT BE PROMPTED TO RESET THEIR PASSWORD.

Student-assigned Chromebooks (and some Apple devices), will require the student to use their old password to unlock locally saved data on that specific device. This locally saved data may include the student’s progress on some web sites or some minor desktop settings. If the student’s original password is unavailable or forgotten, a new profile will automatically be created on the Chromebook for the student.

In any event, everything in the cloud, Google Classroom, any documents in Google Drive, and Gmail email will NOT be affected.

* We found that, for older students, some teachers may prefer the student to physically enter their own passwords when the teacher gets to step 4. This is more secure and, for older students, this may be preferred.