SBCUSD – Information Technology Quick Reference Guide

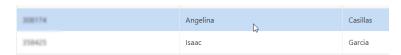
In Classroom Teacher Reissue Student Passwords

K-6 STUDENTS – UNLOCK OR RECOVER PASSWORD

- 1. Run a Web Browser and point it to: https://inclasspasswordreset.sbcusd.k12.ca.us
- 2. Login with your District network credentials, and a list of your courses will appear
- 3. From the list of your classes, click on the class that maintains the student you need to recover a password



- Click on Next
- 5. A list of students who are in the selected class appear
- 6. Select the student you wish to recover a password and click on Next



- Thank you! The new password was submitted.

 Display Name:
 Angelina Casillas

 Username:

 New Password:
- 7. A Confirmation will appear displaying the student's recovered password
- 8. Click on Submit
- 9. A result window will appear confirming the student's name, username and password

7-12 STUDENTS — REISSUE A NEW PASSWORD

- 1. Run a Web Browser and point it to: https://inclasspasswordreset.sbcusd.k12.ca.us
- 2. Login with your District network credentials, and a list of your courses will appear
- 3. From the list of your classes, click on the class that maintains the student you need to reissue a new password



- 6. Select the student you wish to reissue a new password and click on Next
- 7. A Confirmation will appear displaying the student's new password
- 8. Click on Submit
- 9. A result window will appear confirming the student's name, username and password

Note: When 7-12 student's passwords are reissued, they will be prompted to enter their own privately generated password upon first logging in with the reissued password.