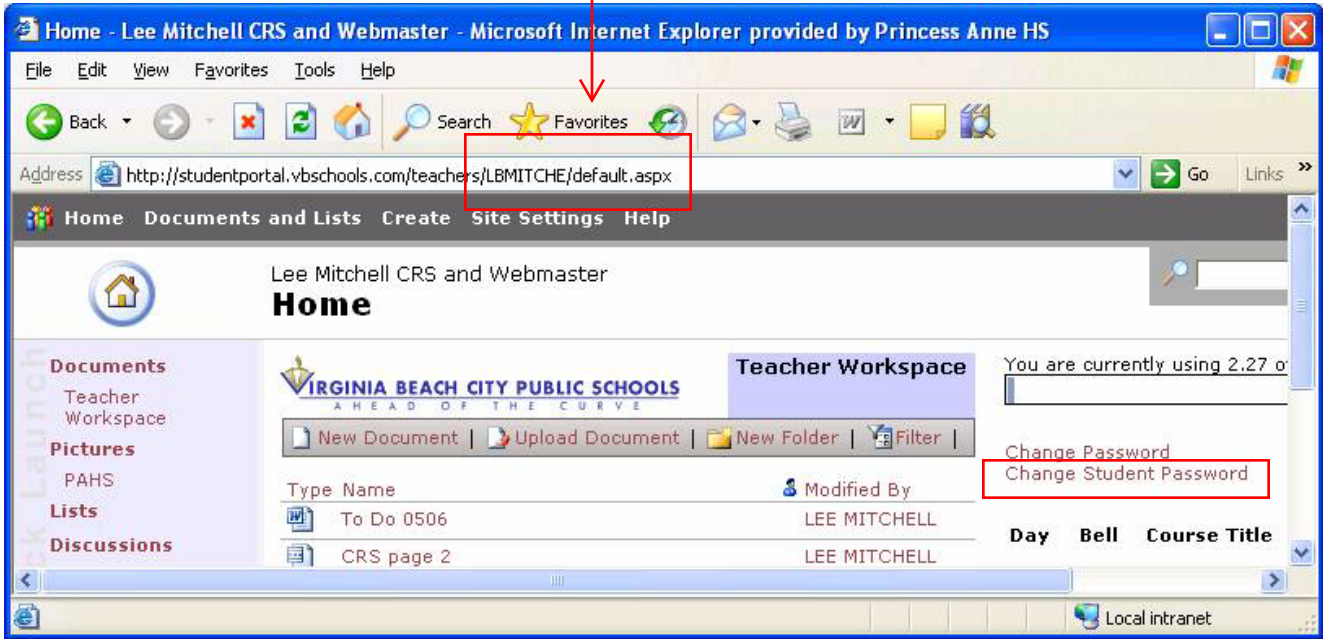


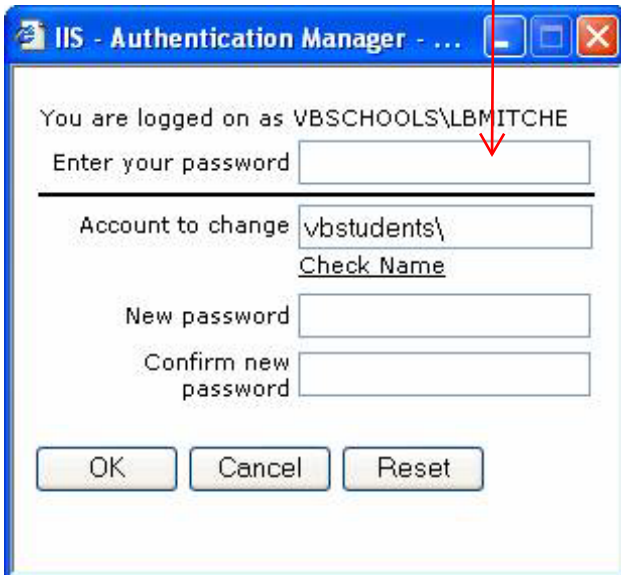
Sharepoint FAQ #1: How to Change Student Passwords

Log onto Sharepoint (Note address below—substitute your ID for mine. You don't need to type default.aspx) - **Save** the URL (web address) as a **Favorite** on your classroom computer.

Click > Change Student Password —(Right side above Day Bell Course Title -- Keep reading below picture)



Fill in the box below as shown > **Your password**, student sasi (lunch) number (to right of vbstudents\), click check name to make sure it's their name that pops up, enter their new password, and confirm new password.



Passwords must be at least 8 characters and must have at least 1 capital letter, 1 lower case and 1 number, or symbol.

Exceptions: They cannot use their first or last name in the password . They cannot use 3 numbers from their ID as part of the password

Example: Jbranson88

Suggestion: Just make one up for them like the example above just to get them logged in and they can change it later.

Once you enter all information, hit OK and you should get a window that says "password changed successfully."

Please try at least to help your own students if they come to you, so they all don't come to the CRS or the library. Any teacher/administrator can change it for any student in the school.