
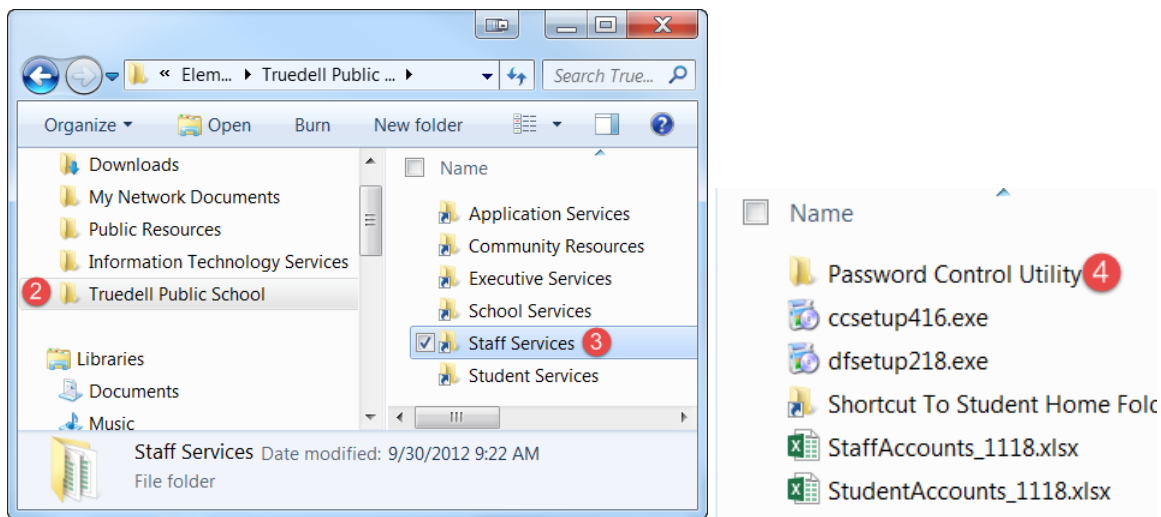


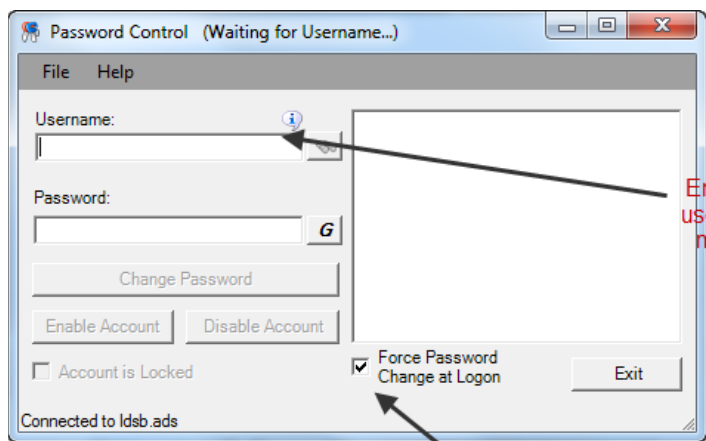
How to use the Password Control program to change student passwords, enable/disable accounts.

Start **Windows Explorer** from your task bar  or by opening My Computer.

Click on the **Your School Name** Folder located on the left hand side of your **Window** screen. Once you click on the Folder, the folders which are located in your School Folder appear to the right on the screen, one of which is **Staff Services**. Click on the Staff Services Folder. Contained in this folder is the **Password Control Utility**.



Type in the **username** (or part of the username) you wish to change the password for.



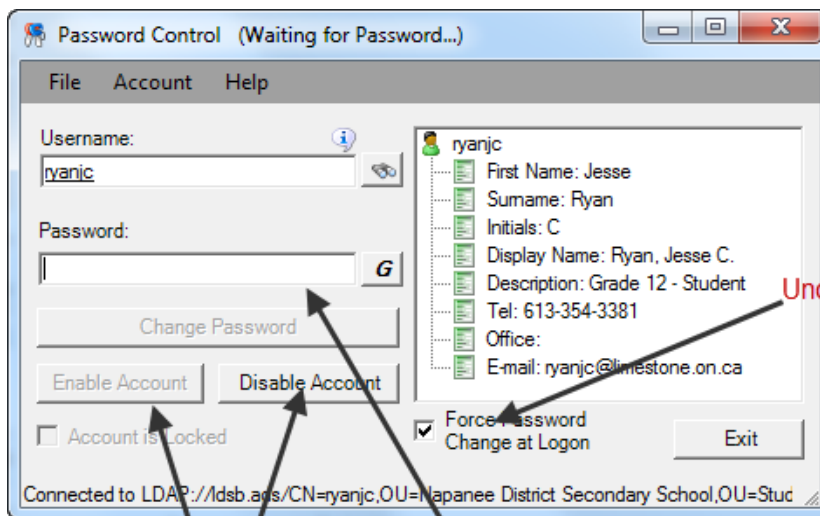
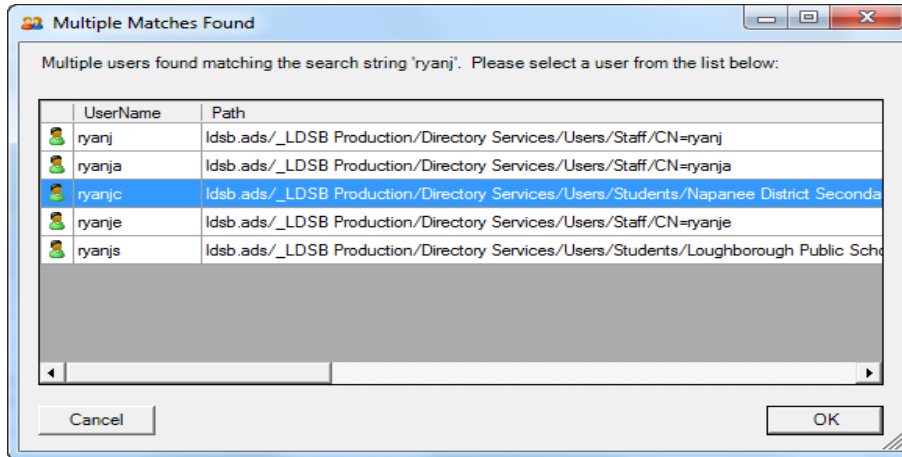
Enter the exact student username, or part of the name to find the user

Uncheck this box if you do not want the student to be force to change password on next logon

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If more than one user matches a partial username (in the sample below, "ryanj"), the first user in the list will show up, but, another box will pop up to show you all the matches.

Find the student user you need to change the password for and select. Then change the user's password.



Note: Staff will only be able to do this with students within their school (a staff member at one site will not be able to change the password of students' at another, unless that staff is a member of both school groups). Staff cannot change other staff members password.