Resetting User Passwords

AD - BECKINSC			 Open the Active Directory access for your school by double clicking the AD – [School].msc icon on your desktop.
 File Action View Favorites Wind File Action III III III III IIII IIII IIII IIIIIII	w Help Name Type Description Admin Organizational Computers Organizational Misc Organizational Users Organizational	AD - BECK - [BECK]	 Microsoft Management Console (MMC) will open to your school's Active Directory view
 File Action View Favorites Wind File Action 1 File Action 1 File Action 1 File Action 1 File Admin File Admin File Computers File Misc Users Staff Students 	AD - w Help Name Type Adams, Jack - 2498389 User Adams, Jack - 2498389 User Adams, Jack - 2498389 User Albright, Cailey S - 2466782 User Albright, Cailey S - 2467786 User Albright, Cailey S - 2466782 User Albright, Cailey S - 2467786 User Albright, Ca	BECK - [BECK\Users\Students]	 Navigate to the Students folder
 File Action View Favorites Winds File Action View Favorites Winds ECK Admin Computers Mice Students 	AD - 1 W Help W Help W I I I I I I I I I I I I I I I I I I I	BECK - [BECK\Users\Students] Description roup All Students at this locat BECK Student	 Right click on the student needing his password reset and click "Reset Password"

						May 26, 2016
	Reset Password	?	×		•	The Reset Password window will open
	Reservessiona				•	Type a new generic
New password:	•••••					password for the user
					•	Select "User must change
Confirm password:	•••••					password at next logon"*
✓ User must change	e password at next logon				•	Select "Unlock the user's
The user must legal then legan parts for the abarran to take affact					account"	
The user must logo	in and ther logon again for the chai	ige to take ei	nect.		•	
Account Lockout Status on this Domain Controller: Unlocked				•	Have the student login wit	
✓ Unlock the user's account				the new generic password		
				change the password		
	01/					immediately
	OK	Canc	el			inniculatory.
						**This will force the
						student to change his
						password once he logs in
						with the generic one.
	_					And the second s
		~			•	when closing the console,
Microso	off Management Console					window to save changes t
						the console view
A						
Save con	isole settings to AD - BECK.msc					
Yes	No Ca	ncel				
Yes	No Ca	ncel				
Yes	No Ca	ncel				
Yes	No Ca	ncel				