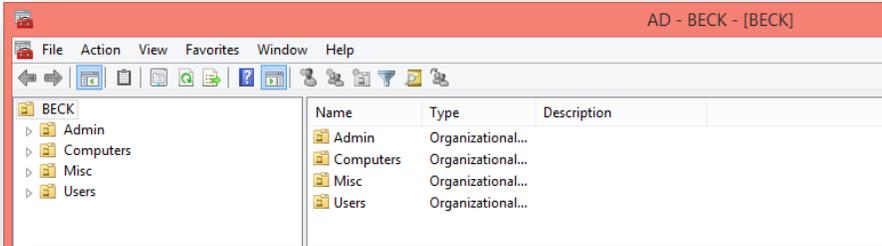


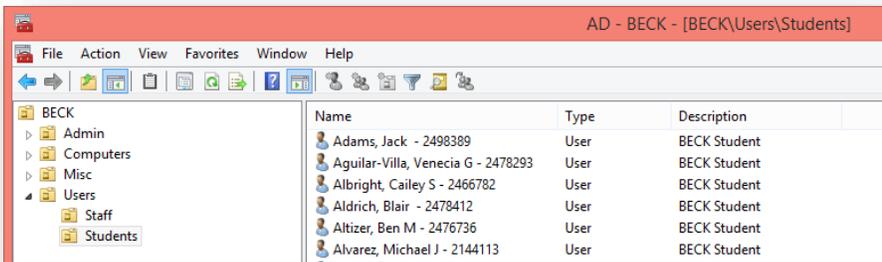
Resetting User Passwords



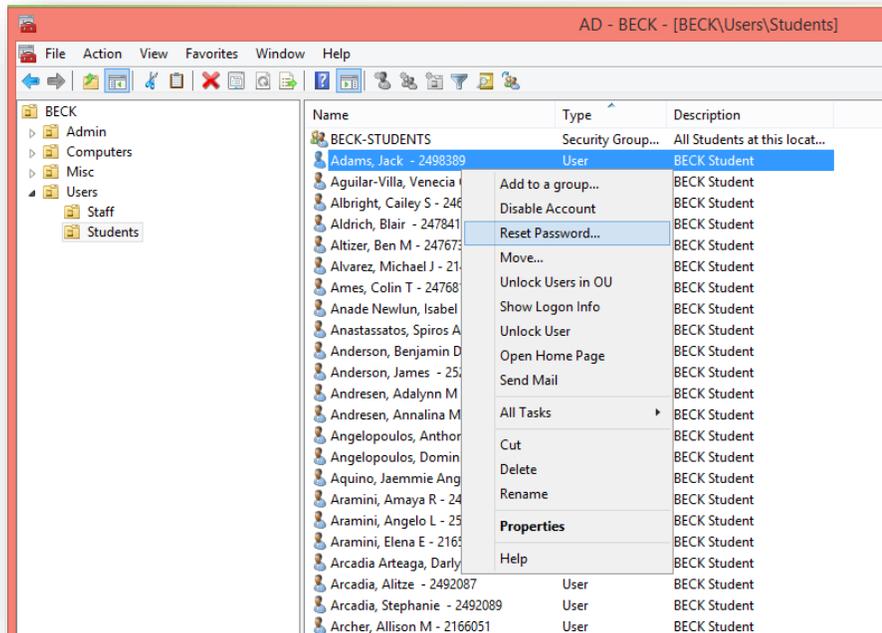
- Open the Active Directory access for your school by double clicking the AD – [School].msc icon on your desktop.



- Microsoft Management Console (MMC) will open to your school’s Active Directory view

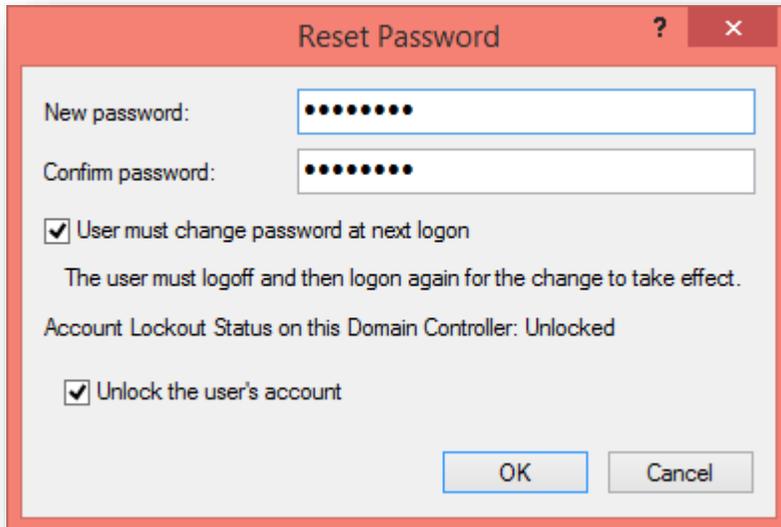


- Navigate to the Students folder



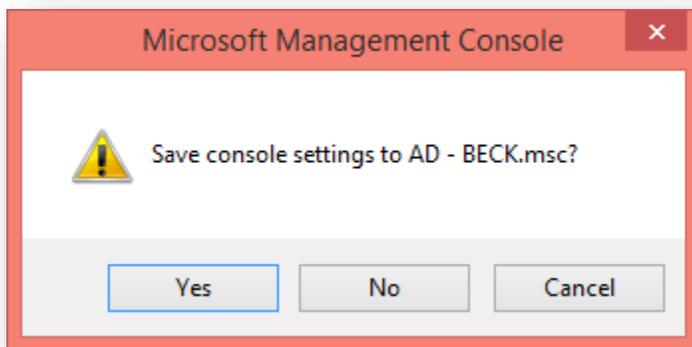
- Right click on the student needing his password reset and click “Reset Password...”

May 26, 2016



- The Reset Password window will open
- Type a new generic password for the user
- Select “User must change password at next logon”**
- Select “Unlock the user’s account”
- Click OK
- Have the student login with the new generic password. He will be prompted to change the password immediately.

**This will force the student to change his password once he logs in with the generic one.



- When closing the console, select “No” for the pop up window to save changes to the console view.