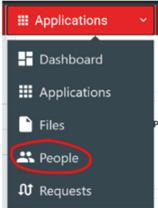


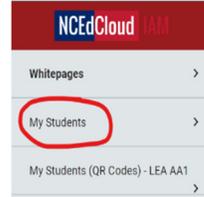
## How Teachers can reset Student passwords

- Log in to the NCEdCloud IAM service at [my.ncedcloud.org](https://my.ncedcloud.org)

- In the top navigation bar, click on the Modules (Applications) dropdown arrow then click on People in the dropdown



- In the left panel, click My Students. (The name of the tab will vary based on your role).



- Use the search bar to search for the user by user ID or name.
- Click on the check box next to the user's record

15 Results

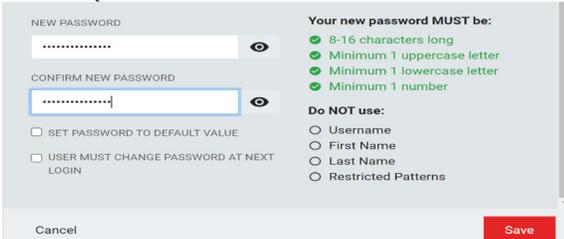
<input type="checkbox"/>	DEFAULT PASSWORD	EMAIL	FIRST NAME	LAST NAME	USERNAME
<input checked="" type="checkbox"/>	3Mz5S4Jr	jhigh2@students.nced...	Jennifer	High	9999999A1

- At the bottom on the page, click the Change Password button.



- Click Yes to confirm.

- In the Change Password side panel, scroll down to type a new password for the user in the first text box. Password must meet the criteria stated in their password policy
- Re-type the password in the second text box to confirm it
- If the new password meets the criteria in the user's password policy, all the checks will be green under "Your new password MUST be" and there will be no red exclamation points under "Do NOT use"
- If the passwords are the same in the two text boxes, the Save button will be available



NEW PASSWORD

CONFIRM NEW PASSWORD

SET PASSWORD TO DEFAULT VALUE

USER MUST CHANGE PASSWORD AT NEXT LOGIN

Your new password MUST be:

- 8-16 characters long
- Minimum 1 uppercase letter
- Minimum 1 lowercase letter
- Minimum 1 number

Do NOT use:

- Username
- First Name
- Last Name
- Restricted Patterns

Cancel Save

- Alternately, if the user is a student, you will have the option to reset their password to its default value by checking the box "Set Password to Default Value". The default password is visible in the student's Profile Details
- For security best practices, check the box for "User Must Change Password at Next Login" and click Save.
- Note:** If the student uses QR badge must be re-printed if his/her password is changed.
- More info here: <https://ncdpi.document360.io/>