

CHANGING STUDENT ACCOUNT PASSWORDS

Dear Parents/Guardians:

Each year students must change their password in order to access their school email and other district resources. Below you will find directions your child(ren) can use to change their password.

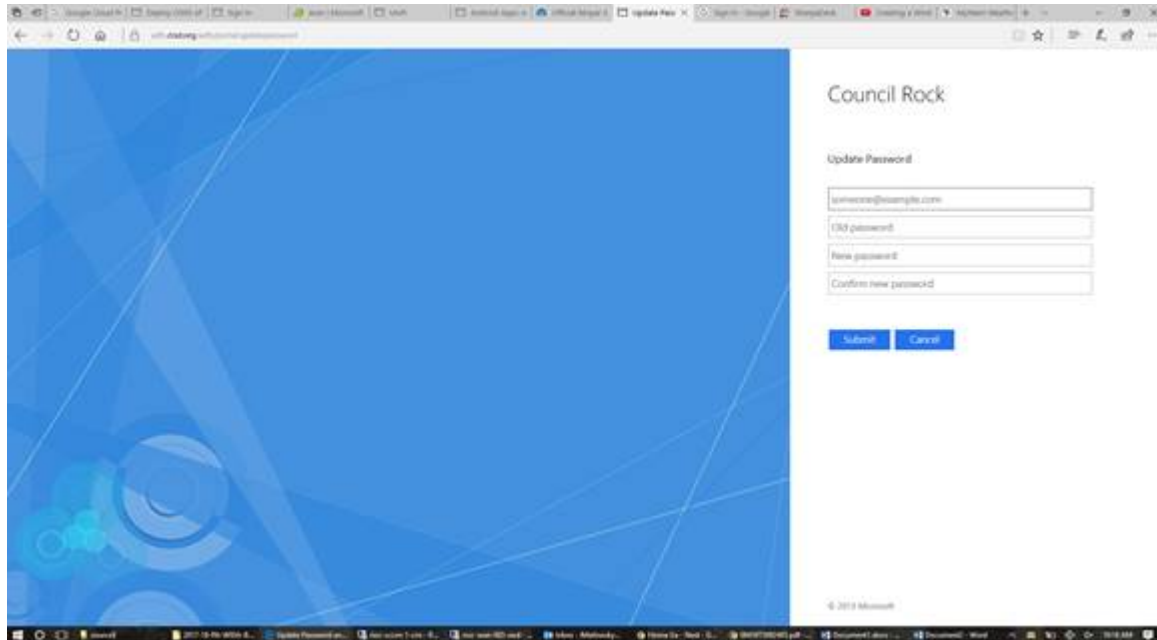
- Page 2 explains how to change a district password on a district-issued Chromebook.
- Page 3 explains how to change a district password when using a personal device.
- Students in grades 7-12 will need to reset their password.
- Students in grades K-6 will receive assistance from their teacher to reset the password.

General Details

- **The student account name is the student's eSchool ID.** eSchoolID@student.crsd.org. The eSchool id is the unique number assigned to each student in HAC.
- All student accounts have been set with a generic password. The password for all students **K-12** is **iop7890-** (case sensitive). Elementary teachers will work with students to reset the passwords.
- When changing passwords, students must type in a **new password that follows the new password complexity rules.**
 - Passwords cannot contain the user's account name or parts of the user's full name that exceed two consecutive characters
 - Passwords must be at least eight characters in length
 - Passwords can and should contain characters from three of the following four categories:
 - - English uppercase characters (A through Z)
 - - English lowercase characters (a through z)
 - - Base 10 digits (0 through 9)
 - Passwords may use non-alphabetic characters (for example, !, \$, #, %)
- Student accounts are subject to account lockouts, the same as staff accounts. After six failed attempts, the account is locked out for thirty minutes.
- Students not to share their passwords.

Changing a password on a District-Issued Chromebook:

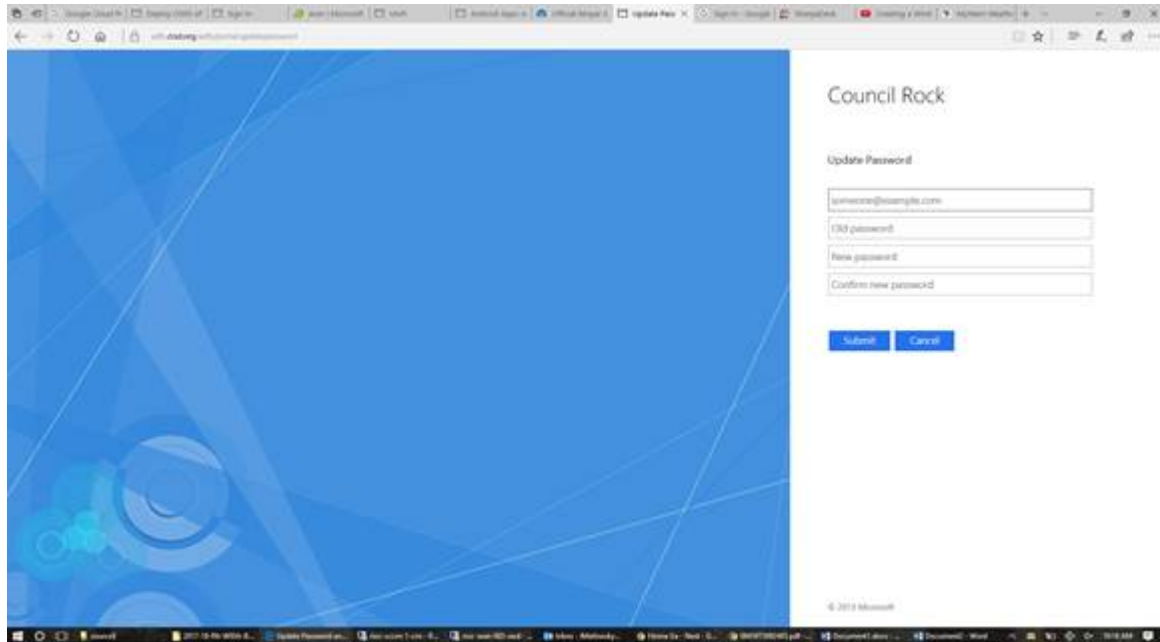
1. Open the Chromebook and turn on the power.
2. Join your home wireless access.
3. You may have to power off the Chromebook and power it back on to see “KIOSK” in the APPS at the **bottom left** of the screen. Students do not need to login.
4. Click on Apps at the bottom left of the screen.
5. Select KIOSK.
6. You will then be presented with the screen below.



7. Type in user name (the example shows username in format [username@example.com](#). For a student this would equal [studentID@student.crsd.org](#)).
8. Type in generic password **iop7890-** .
9. Enter the new password two times. Passwords must follow password complexity rules noted on page 1.
10. Reboot the Chromebook.
11. Now student may login to Google/Chromebook.

Changing a Password from a Personal Device

1. From a browser, go to this URL: <https://adfs.crsd.org/ADFS/portal/updatepassword>
2. This is the screen you will see.



3. Type in user name (the example shows username in format [username@example.com](#). For a student this would equal [studentID@student.crsd.org](#)).
4. Type in the generic password **iop7890-** .
5. Enter the new password, of your choosing, two times. Passwords must follow password complexity rules noted on page 1.
6. Now student may login to Google/Chromebook.