

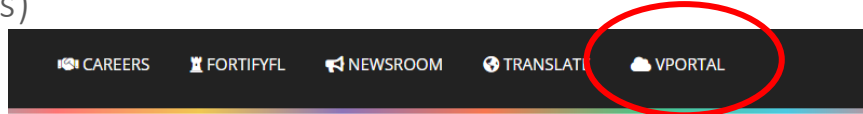
Resetting a Student's password in VPortal

(Teacher Instructions)

Go to

<https://www.vcsedu.org/>

Click in *VPORTAL* from the top black banner



STUDENTS

PARENTS

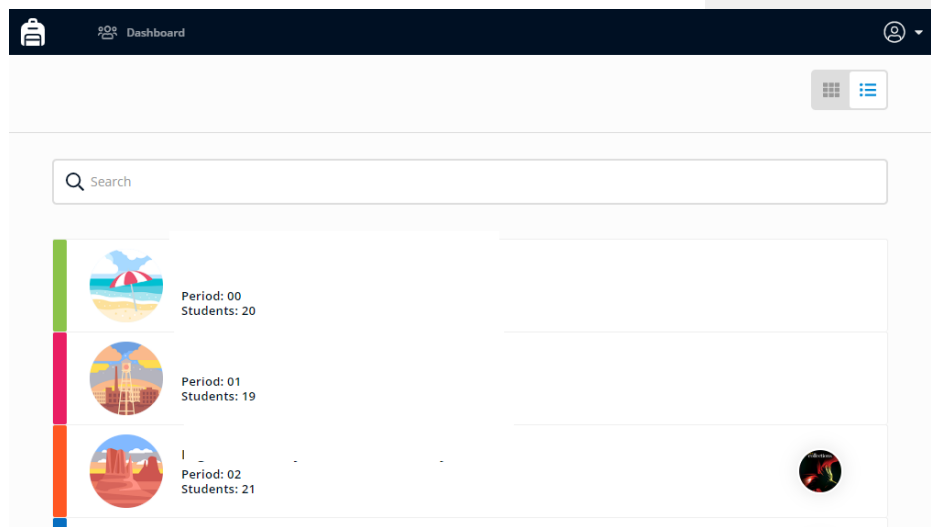
SCHOOLS

From your VPortal launchpad, **click Teacher Console**

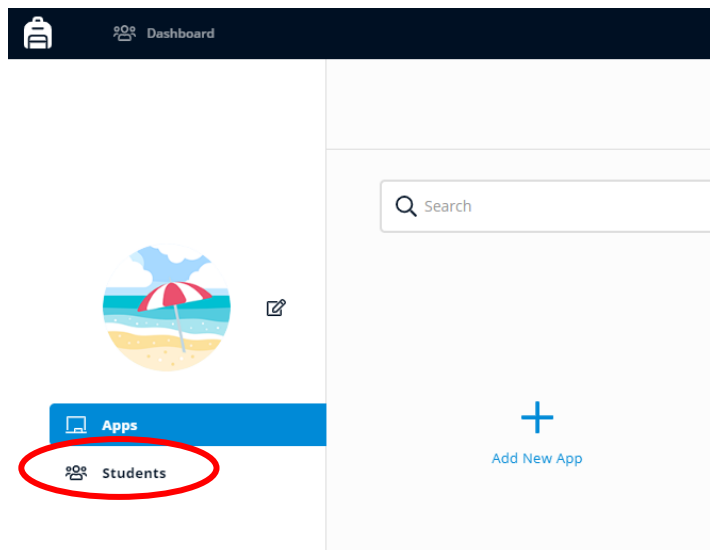


Teacher Console

Once logged in, **select** the class of the student. If you have numerous classes, **use** the search bar to easily find the desired class.



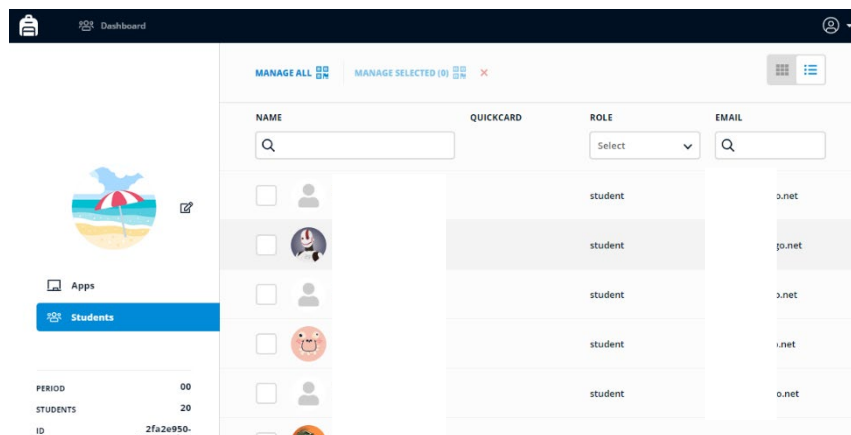
After clicking on a class, **click Students** from the left menu



Resetting a Student's password in VPortal

(Teacher Instructions)

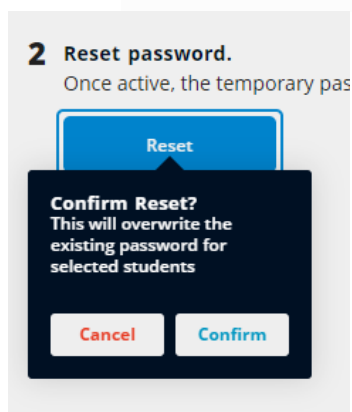
Click on the student needing the password reset



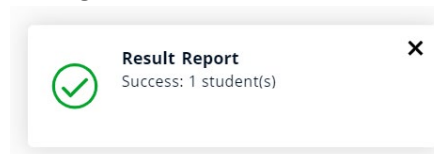
In box (1) enter a temporary password for the student. Make sure you share this password with the student. After entering the password, **click Reset**.

The screenshot shows the 'Reset password' form. It has a 'Password' box with a user icon. Below it, a 'Reset' button is visible. The form includes instructions: '1 Enter a temporary password for the selected student. On next login student will be prompted to reset the password' and '2 Reset password. Once active, the temporary password can only be used once by each selected student.' There is a text input field for the temporary password and a 'Reset' button.

Confirm your changes



You should receive a small confirmation in the bottom right corner of the screen.



Students can reset their password from within the VPortal after they login..

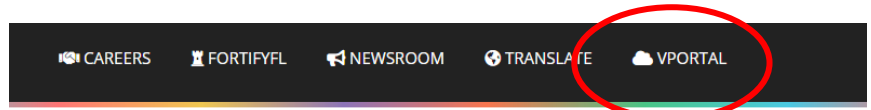
Need more help? Contact X20000 or submit an online ticket: <http://techsupport.volusia.k12.fl.us/>

Resetting a Student's password in VPortal

(Student Instructions)

Go to <https://www.vcsedu.org/>

Click in *VPORTAL* from the top black banner



Click on your user icon in the top right corner of the screen

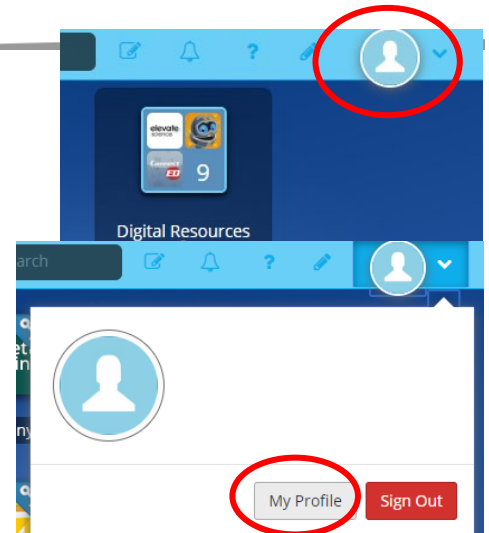


STUDENTS

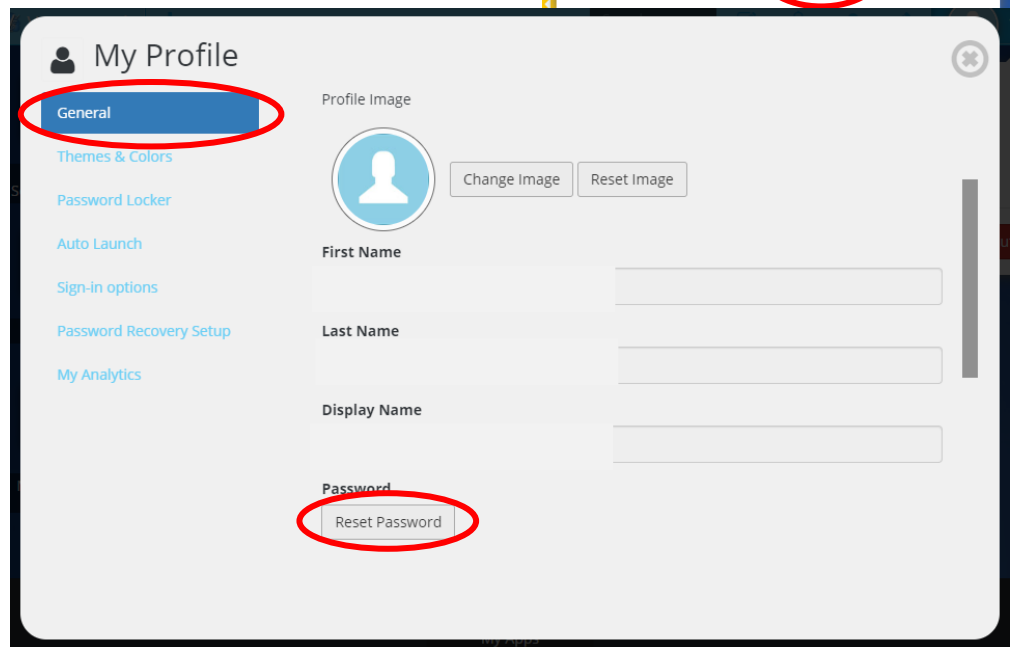
PARENTS

SCHOOLS

Click on the *My Profile* button



You should be in the General section. **Scroll** down until you see a *Reset Password* button. **Click** the *Reset Password* button



Complete the fields and **click** *Submit*

