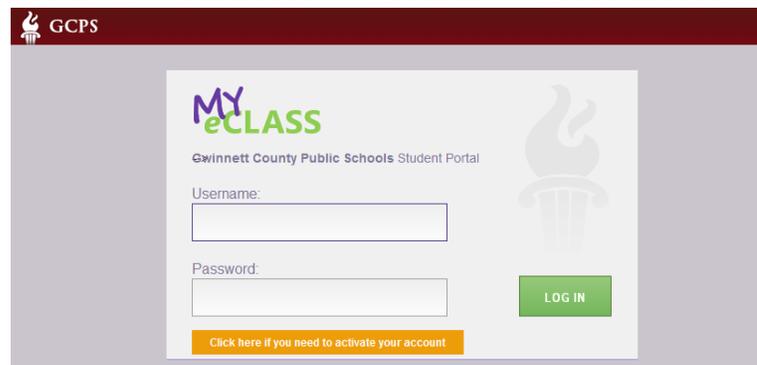


Student's First Login Process

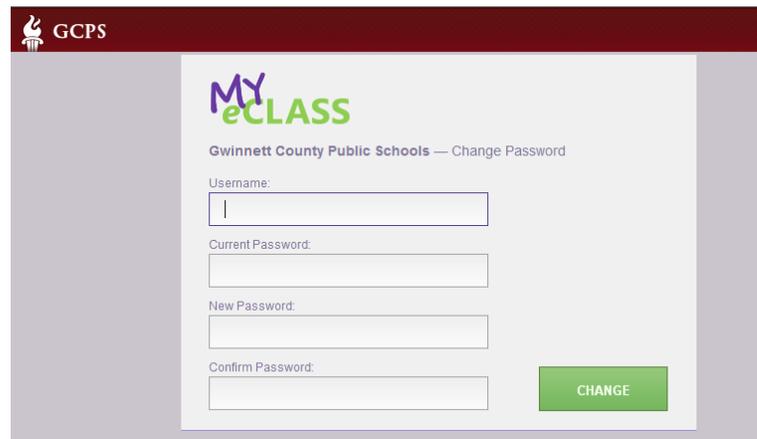
- Over the summer the student passwords were all reset to be the same as the student ID number.
- Students will be required to change their password the first time they log into the GCPS network.
- Students can login and change their password either on a GCPS networked computer or at the login of the GCPS student portal (My eCLASS). Both ways are explained below.

To login for the first time and reset the student's password using the student portal:

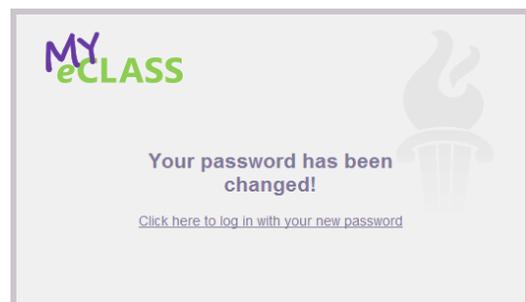
1. The student will open the My eCLASS portal
(<https://myeclassgcps.com>)
2. The student will click on the amber bar "Click here if you need to activate your account"



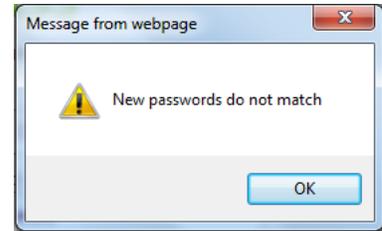
3. The student will then enter their username (user ID), their current password (user ID), their new password, and then re-enter their new password to confirm they typed it correctly.
(See the notes at the end of this document for password guidelines)



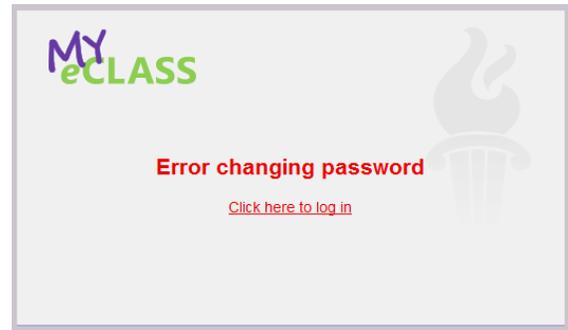
If the student is successful in changing their password they will see a confirmation message.



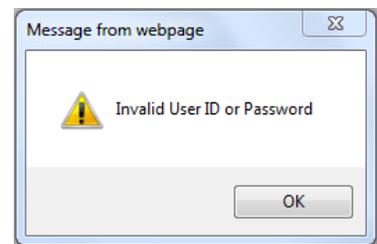
If the student enters new passwords that do not match, they will see the following error message:



If the student is unsuccessful in changing their password they will get an error message.

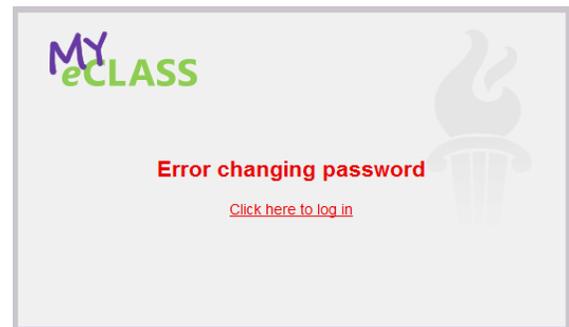


If the student enters an invalid user ID, they will get the following error message. The student will also see this error message if they enter the wrong password.



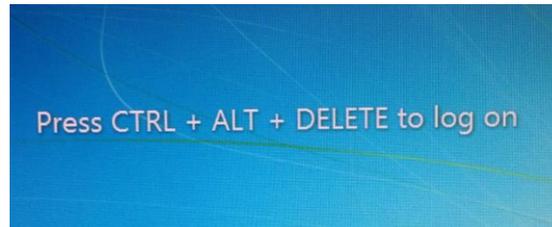
Portal Notes:

- There could be up to a 5 minute delay between the time the student resets their password on the portal and the time the new password is active on the portal. Little or no delay should be experienced if the student resets their password on a GCPs networked computer.
- This process can only be used for setting up the student's account the first time and not used just to change the student's password. If the student tries to change their password after the initial reset, they will see the following error message.



To login for the first time and reset the student's password using a GCPS networked computer:

1. If the computer is already logged in, then log off.
 - a. You could also do a restart, but this will take longer.
 - b. You could also do a shut down and then power the computer back on once the shutdown is complete, however, this process will take even longer.
2. Once you see the computer prompt you for "Press CTRL + ALT + DELETE to log on", then perform that key stroke sequence to get to the log in screen.



3. Once the computer is at the Windows log in screen: (It should be asking for "User name" and "Password").
 - a. Enter your student ID for the User name
 - b. Enter your student ID for the password



4. You will be prompted to change your password
 - a. Press the Enter key or Click the OK button



5. You will then be presented a screen where you can enter your new password

- a. Your current user ID and password will already be filled in for you.
- b. You will enter your new password.
 - i. See the notes at the end of this document for password guidelines.
- c. You will then re-enter your new password and press the enter key.
 - i. You will be notified if your password was successfully changed.
 - ii. If the user enters the new passwords and that do not match, they will get the following error message:



Password Guidelines:

- The new password cannot be the same as any of the passwords that the student used for their previous 5 passwords.
- The student cannot set their password to be the same as their student number.
- The password must be at least 6 or more alpha-numeric characters long.
- Students should not use any part of their name or any complete word that would be easy to guess.
- To create a strong password, the password should be at least 8 characters long, use a combination of upper case letters, lower case letters and numbers.