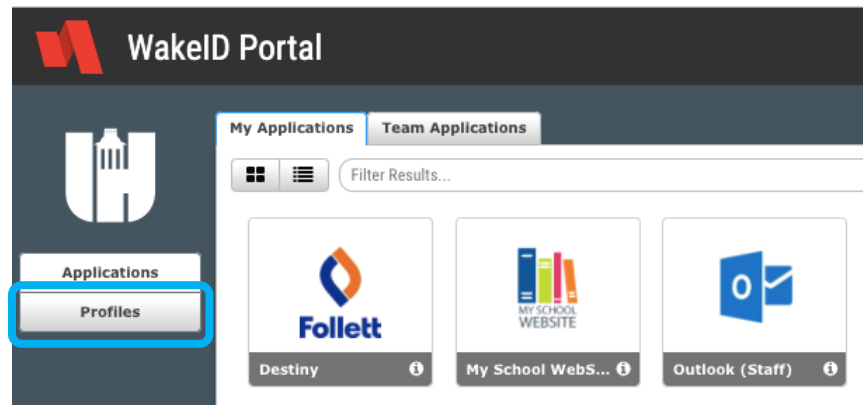


Student Password Reset

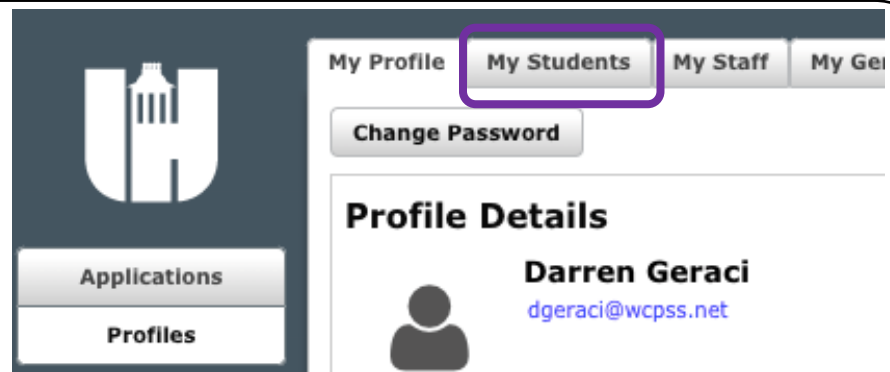
1.

- Login to WakeID Portal
- Once there on the left side, click **“PROFILES”**



2.

- On the top tool bar, click **“MY STUDENTS”**.



3.

- Click on **“MY STUDENTS”** or **“MY HOMEROOM”** on the top tool bar.
- All of your students you teach will appear in alphabetical order.

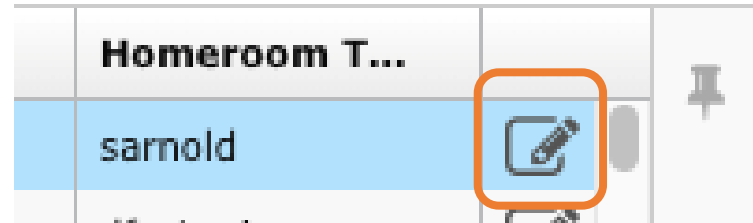
<input type="checkbox"/>	Student ID	Full Name	WakeID	Grade Level	Tech Use Form	Name Release	Photo/Video ...	BYOD Signat...	School
<input type="checkbox"/>	1127479989	Aylin Colon-Ensal...	acolon-ensaldo	07	TRUE	TRUE	TRUE	FALSE	WestMil
<input type="checkbox"/>	1128231895	Boaz Tchiteou	btchiteou	07	TRUE	TRUE	TRUE	TRUE	WestMil



Student Password Reset

4.

-Click on the image with the pencil, which is located all the way on the left side of the screen.



5.

-This box will appear.
-Check the box next to **"RESET"**.
-Click **"SAVE"**.
-It will reset the student's ID to their ID/Lunch Number.
-The student will then create a new password that they should remember.

