

# Change Password through Classlink

## Overview

There are several situations where a student or staff member may be logged into their account and want to change their password. This can be done through the Classlink Launchpad. This document outlines the steps needed to change your computer/Classlink password.

## Procedure

This procedure will change your password for BOTH Classlink and your computer login.

1. Go to the [Classlink Launchpad](#)
2. Locate your Classlink Profile in the upper-right corner
3. Select the down-arrow next to your Classlink Profile
4. Select SETTINGS in the drop-down menu
5. Go to the RECOVERY tab
6. Select the CHANGE PASSWORD button
7. Enter your old password in the first field
8. Enter your new password in the last 2 fields
9. Select SAVE in the lower-right corner

This new password will take effect immediately.

## Password Requirements

Passwords must be a **minimum of six characters** in length and must contain **characters from three of the four categories** below. The password **must not contain** your **name** or **username**.

- Uppercase letters (A-Z)
- Lowercase letters (a-z)
- Numbers (0-9)
- Special characters

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