Manage Student Passwords

Teachers and designated campus managers have the ability to manage passwords for students under their care.

Access the Rostering Portal

1. Log in the ClassLink
2. Click on Rostering Portal (SSO)

Print student logins

1. In the Rostering Portal, go to the **Students** page
2. **Select** the students you want to include (optional)
3. In the upper-right of the student list, click the **printer icon**
4. A printable PDF will be generated

Reset a student's password

1. In the Rostering Portal, go to the **Students** page
2. Find the **student** and click the **key** icon on the far right side of their row
3. Make a **note** of **the new password** displayed
4. Click **Reset Password**

Reset multiple students' passwords

1. In the Rostering Portal, go to the **Students** page
2. Select the students you want to include
3. In the upper-right of the student list, click the **key icon**
4. Make a **note** of **the new passwords** displayed for each student (or click the **printer** icon)
5. Click **Reset Password**

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