

# 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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Revision #6

Created 20 July 2021 21:21:25 by Joshua Prince

Updated 3 July 2024 15:13:27 by Joshua Prince