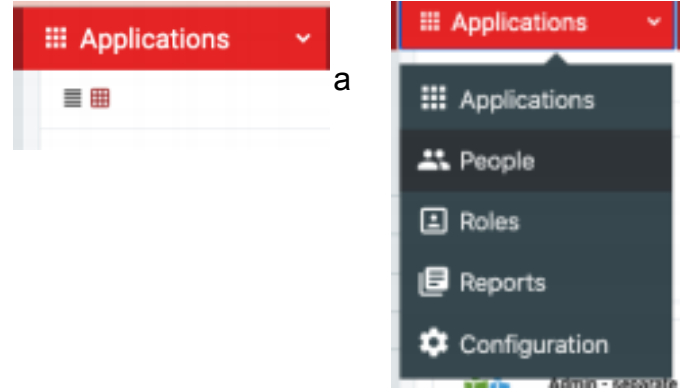


How to Change a student's Password from Rapid Identity (Lock&Key Page)

STEP 1: From your landing page in the upper corner you will see **Applications**. There is an **arrow**, click it and menu will pull down. Here choose **PEOPLE**.



STEP 2: Type into the search bar the Student Username.



STEP 3: When the Student shows up don't need to check the box next to their name. **NEW CLICK ON THE 3 DOTS** next to name and select **change password**.



Step 4: This is the Change Password area.

Step 5: Then you will see the PW screen. Make sure you **UNCHECK** this box.

Step 6: When you are done click **Save**

A screenshot of a 'Change Password' form. It has two input fields: 'NEW PASSWORD' and 'CONFIRM NEW PASSWORD'. Both fields contain the text '0000000000'. To the right of each field is an eye icon. Below the fields, there is a checkbox labeled 'USER MUST CHANGE PASSWORD AT NEXT LOGIN' which is currently unchecked.A screenshot of a 'Change Password' screen. It displays a 'Default Password Policy' section with a list of criteria: a. Must be at least 8 characters in length, b. May not contain your name (first or last), c. Must include both letters and numbers, d. Must include both one upper case and one lower case letter, e. Must include at least one special character, f. May not include 4 or more repeating characters (aaaa, bbbb, etc), g. May not match more than 4 consecutive characters from previous passwords, h. Cannot change the password more than once in a 24-hour period, i. We recommend you don't use dictionary words because they are easily hacked. Below the criteria, there are two input fields: 'NEW PASSWORD' and 'CONFIRM NEW PASSWORD', both with 'Password' as placeholder text. To the right of these fields, there is a section titled 'Your new password MUST be:' with four radio button options: 8-255 characters long, Minimum 1 uppercase letter, Minimum 1 lowercase letter, Minimum 1 number, and Minimum 1 special character. Below this, there is a section titled 'Do NOT use:' with three text inputs: Username, Last Name, and Restricted Words. At the bottom, there is a checkbox labeled 'USER MUST CHANGE PASSWORD AT NEXT LOGIN' which is checked. At the bottom right, there is a red 'Save' button.