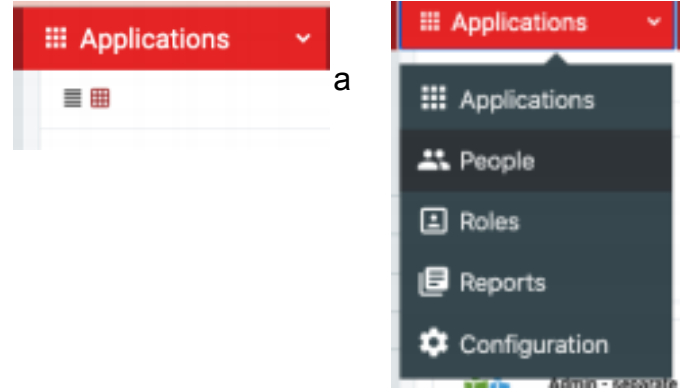# How to Change a student's Password from Rapid Identity (Lock&Key Page)

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.

Search within Other Profiles: Georg_AHtst469

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

	FIRST NAME		LAST NAME	
☑	George		AHtst	

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**

NEW PASSWORD

0000000000 👁

CONFIRM NEW PASSWORD

0000000000 👁

☐ USER MUST CHANGE PASSWORD AT NEXT LOGIN