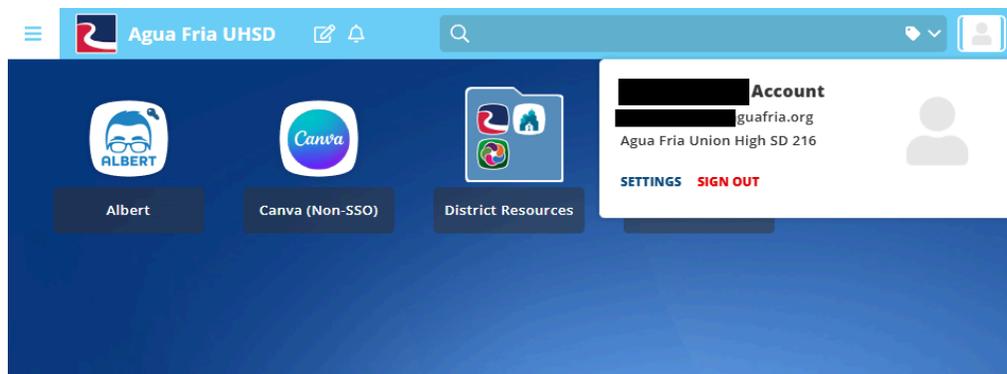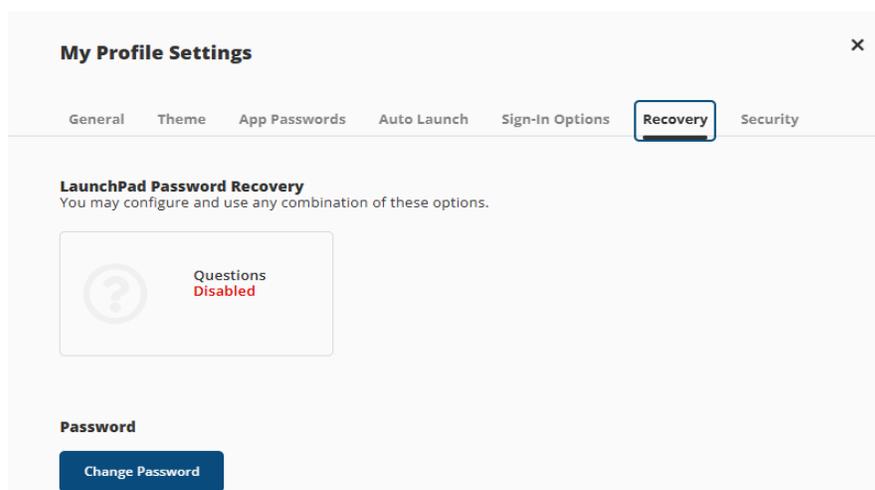# ClassLink Password Recovery

Password Recovery Setup

Before you are allowed to change your password in **ClassLink**, you must first set up a recovery method. **Staff** can use their phone number for recovery or set up security questions. **Students** can only use security questions.

1. Log in to **ClassLink**.
2. Select your account icon in the upper-right corner.
3. Select **Settings**.

4. Select the **Recovery** tab.
5. Select the available recovery methods available to you and then click save.
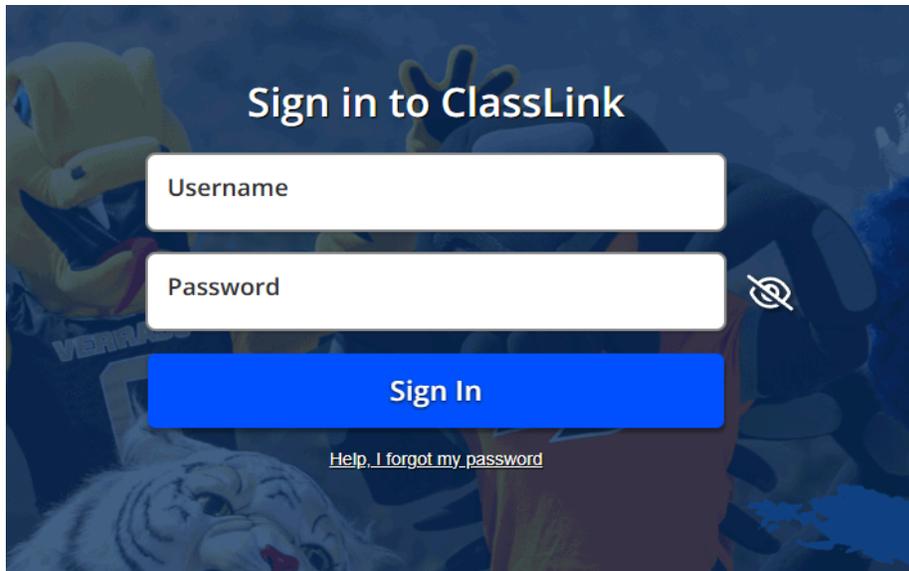
Note: Select **Change Password** to update your password at any time.

Note: Disabled = not set up; truly disabled options will not be visible.

Recover A Forgotten Password

6. On the **ClassLink** login screen, select **Help, I forgot my password**.
7. Enter your username without **@aguafria.org**.

8. If you are **staff**, choose a recovery method (**Phone** or **Security Questions**). **Students** will be prompted for security questions.
9. If you choose **Phone** (staff only), you will receive a verification code by text message. Enter the code when prompted.
10. If you chose **Security questions**, answer the three questions you configured earlier.
11. Follow the prompts to create a new password.