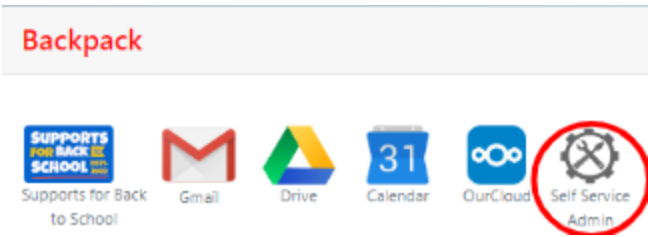


Updating a student password in gnspe-Teacher initiated

It is important that this is only used with the students' knowledge.

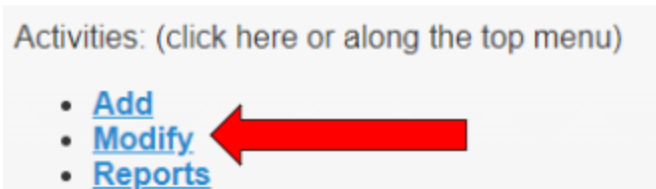
- 1 .Login to gnspe.ca and go to the landing page.
- 2. Look for the “self serve” option in your backpack



- 3. Enter your HRCE username and password and login.

A screenshot of a login form. At the top, it says "Please login to continue". Below that is a label "Your ID:" followed by a text input field containing "tilt". Underneath is a label "Password:" followed by a password input field with masked characters. A blue "Login" button is on the right. At the bottom, it says "Please fill in your userid and password."

- 4. Select modify.



- 5. Enter a student username or ID # and click find.
Only students who you teach will be able to be found and modified.

A screenshot of a form titled "Modify User:". It has a text input field containing "abc123456". To the right of the input field is a "Find" button.

If the password reset does not work please look at step #6 in case the account needs to be activated first. If you activate the account then repeat steps 1-5.

- 6. If you see this notice at the top, follow these steps by checking off “connect/Add user to Google” and then **click “update” before resetting the password**. This will activate new students in the system. Once activated, click “find” again on the next screen and continue the steps.

New student. Activate by checking off "Connect/Add User to Google" and clicking Update

- 7. **For students in grades P-6** please enter a new password following the format including all of the following (Uppercase, lower case, number and special character) and minimum 8 characters long.

For Students in grade 7-12 passwords must be at least 12 characters long but do not need to have all the character requirements. (Uppercase, lower case, number and special character)

A screenshot showing a text input field followed by a button labeled "Change Password".

- 8. Click update at the bottom of the page. The password should be updated shortly..
- 9. If you want the student to create their own password once they are logged in, go back into the student (this won't work the first time) and check this box then update

A screenshot of a checkbox that is checked, followed by the text "Force Change Password - User must change password on next login."