

Teachers - How to Change NCEdCloud Passwords for Their Students

Note to Teachers (PLEASE READ): DO NOT change passwords for groups of students. See screenshot below. Please Only Change Passwords for Students that have Explicitly Requested a Password Change

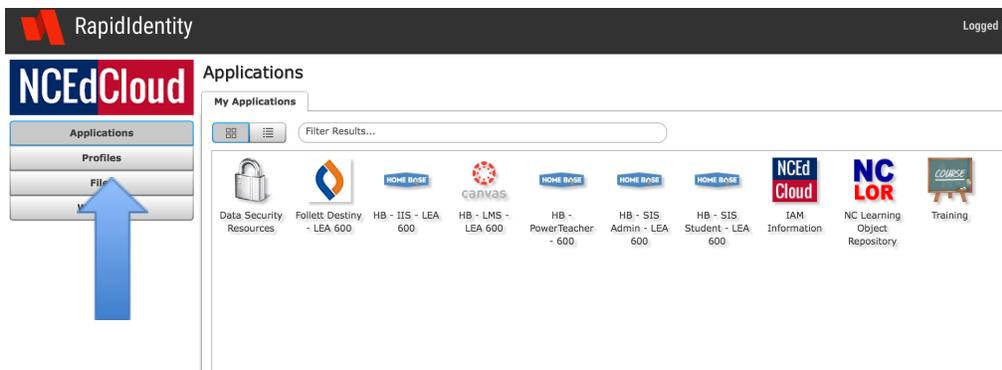
This will potentially affects a student's ability to do work in another class and is very frustrating for students.

If you are changing student passwords - please **change to a standard form**. NCEdCloud passwords have strict requirements with caps and numbers:

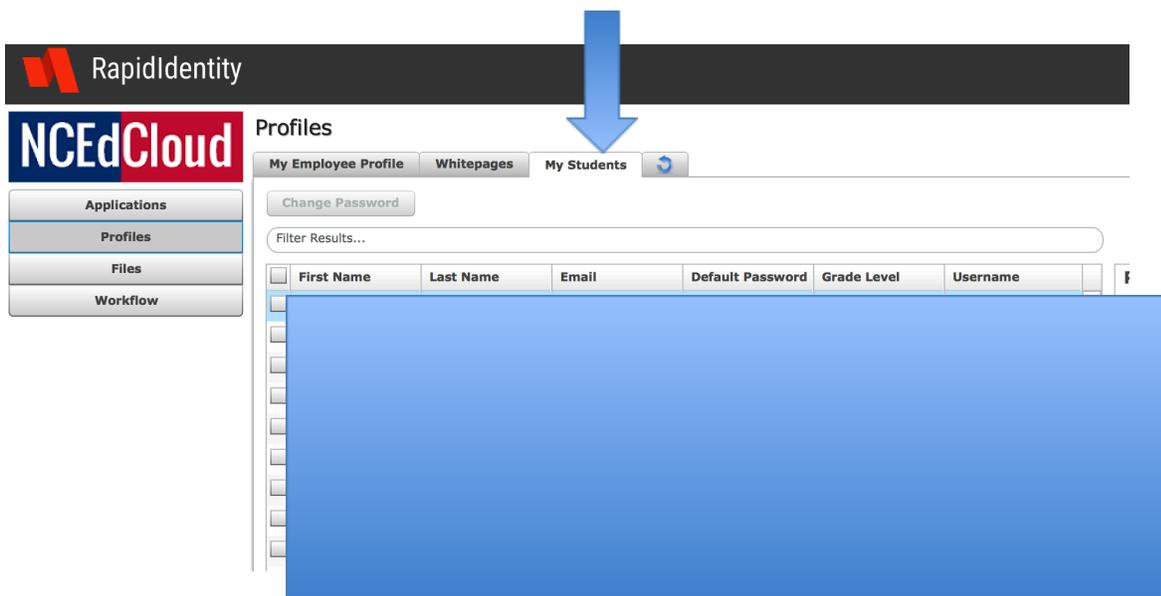
Standard password: "West####" (### = first three letters of student ID)

HOW TO CHANGE PASSWORDS

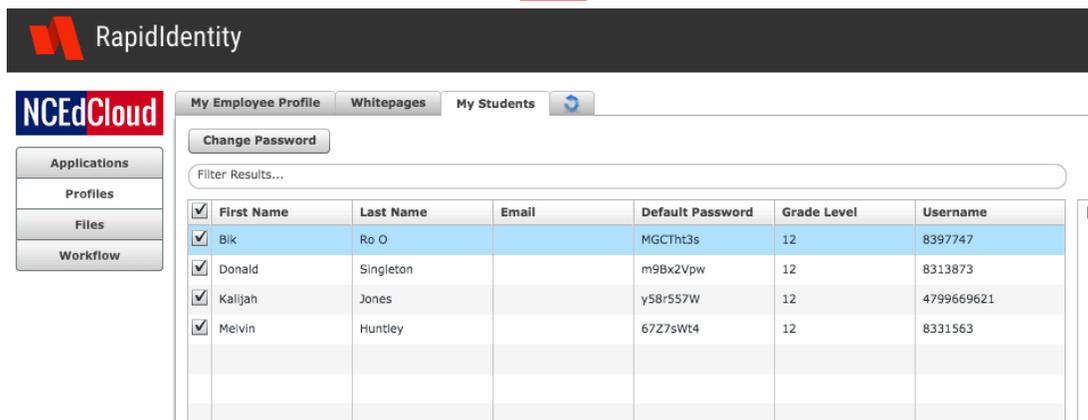
On the **RapidIdentity Screen**, click Profiles on the left.



Click "My Students" from the tabs at the top.

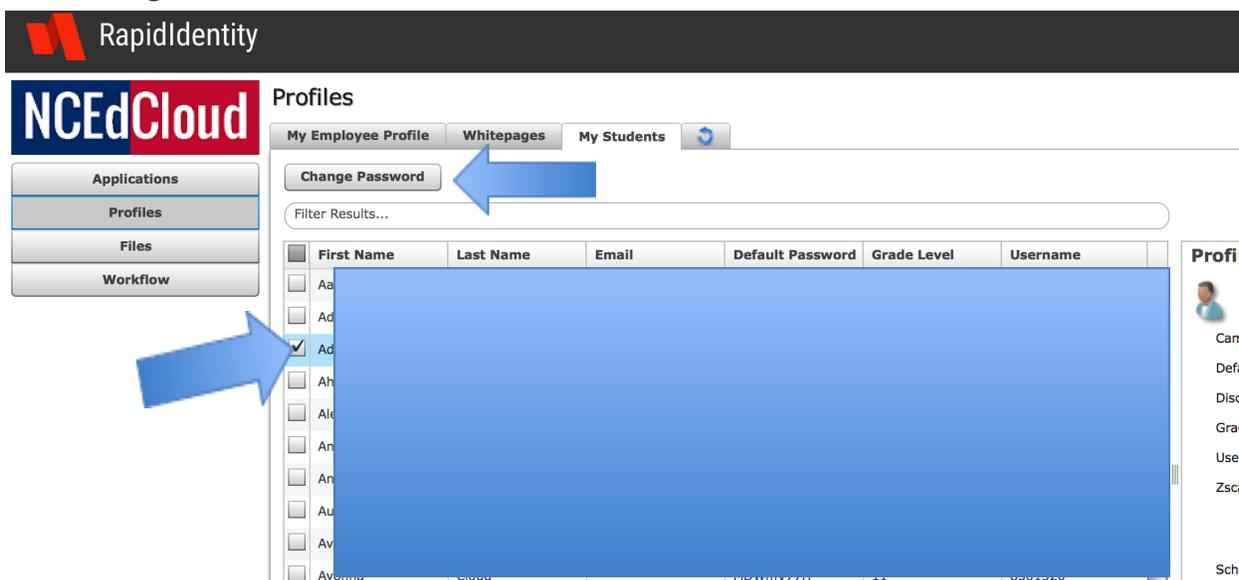


WARNING: When you click the checkbox at the top, it highlights all students. DO NOT DO THIS



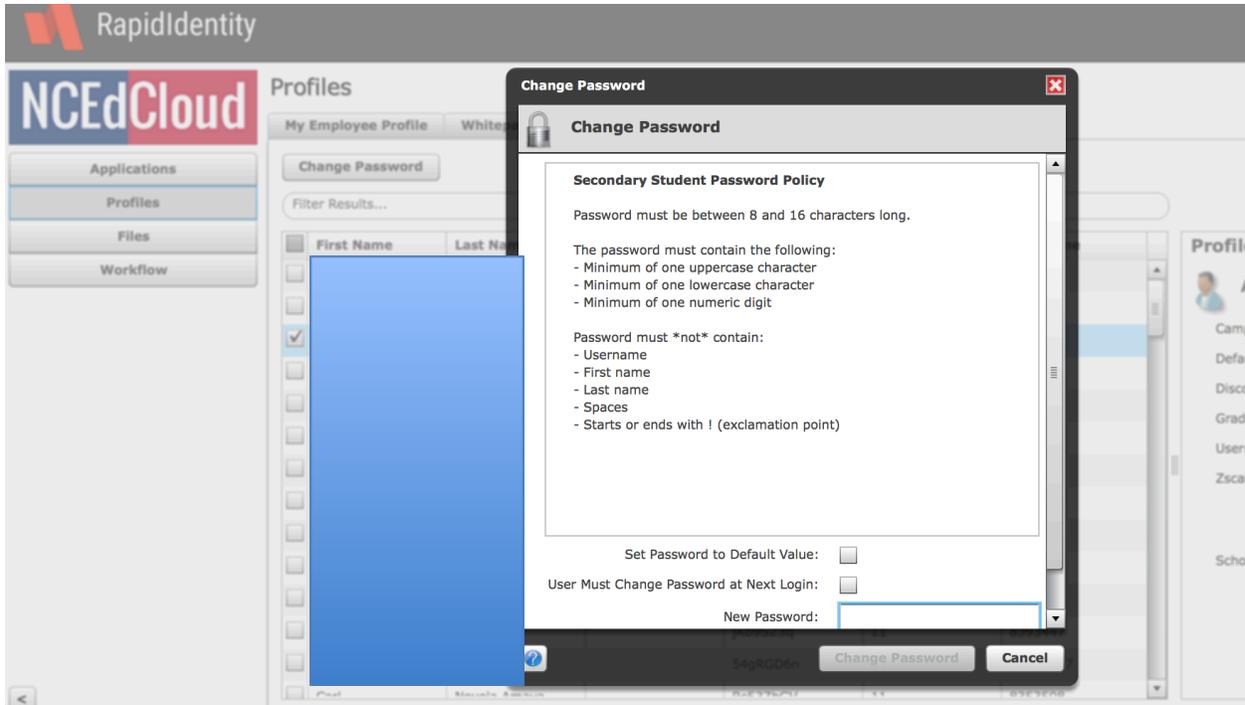
****SEARCH for Student(s):** A teacher can search for the student by entering their first and/or last name in the Filter Results box. (UID (Student ID) can also be entered to search)**

Put a **check mark** in the box beside the student that needs to have their password reset.
Click **Change Password**



Enter a new password that meets the criteria required. (Teachers needs to type in a generic password:

Standard password: "WestCharlotte####" (#### = first three letters of student ID)



You may then scroll down and put a check in the box beside user must change password at next login or leave it unchecked, and then retype the password in the confirm the password box. Then click Change Password.

