

Password Manager for Students in Grades 5-12

This article shows students in grades 5-12 how to use Password Manager to Enroll or Re-Enroll, Change or Reset Password, or Unlock Account.

Features of Password Manager:

- [Enroll](#) - Enrollment happens automatically the **first** time you login to [the Single Sign-On Portal](#)
- [Re-Enroll](#) - Use this to *change* your verification information.
- [Change Password](#) - Use this if you *know* your current password, and you need to change it.
- [Reset Password](#) - Use this if you *don't know* your current password by answering two verification questions, entering your pin or receiving an email at your personal email address.

Please Note:

- If you reset your password on a **BVSD Chromebook**:
 - Restart your Chromebook
 - [Update Password on Chromebook](#)
- If you reset your password on a **BVSD Windows desktop or laptop** on the BVSD network:
 - Make sure that you are wired to the BVSD network with a cable (not wireless)
 - Restart your computer and login to update password on computer
- If you reset your password on a **BVSD Mac desktop or laptop** on the BVSD network:
 - Make sure that you are wired to the BVSD network with a cable (not wireless)
 - Restart your computer and login
 - [Update your keychain password](#) (local login password on computer)

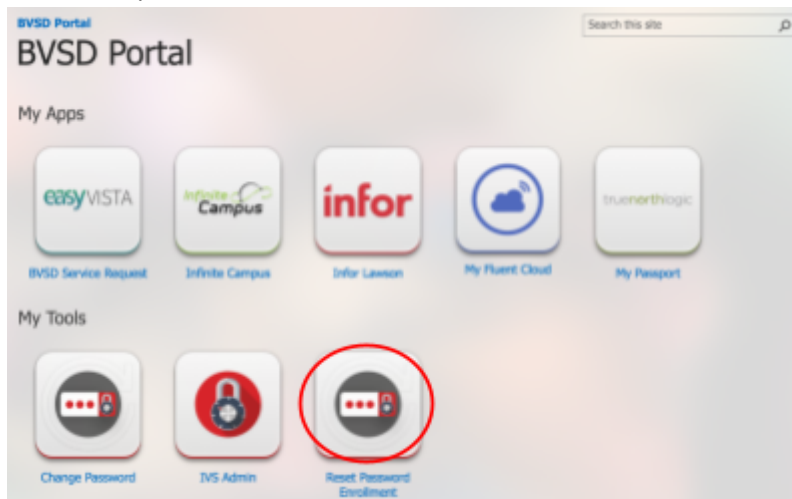
How to Re-Enroll to *change* your verification questions:

1. Go to [the Single Sign-On Portal](#) (or go to <http://bvsd.org>, hover over Quick Links, and select Password Manager)

The image shows a screenshot of the Boulder Valley School District Single-Sign-On Portal. At the top, there is a blue header with the BVSD logo and the text "Boulder Valley School District" and "Excellence and Equity". Below the header, the title "Single-Sign-On Portal" is displayed in a blue box. The main content area contains a login form with two input fields: "Username" and "Password". The "Password" field has a small eye icon to its right. Below the password field is a link that says "Forgot Password?". At the bottom of the form is a blue "Login" button.

2. Enter your **Account name**: **fmlastname##**
 - f = first initial
 - m = middle initial
 - lastname = up to 16 letters of last name with a middle initial; up to 17 letters of last name without a middle initial
 - ## = 2 digits - The majority of students will be 01. Duplicate names will increment by one number: 02, 03, 04, etc.
 - Total characters = up to 20
3. Enter your **Password**

- Click **Login**
- You will be presented with a screen that should look somewhat similar to this



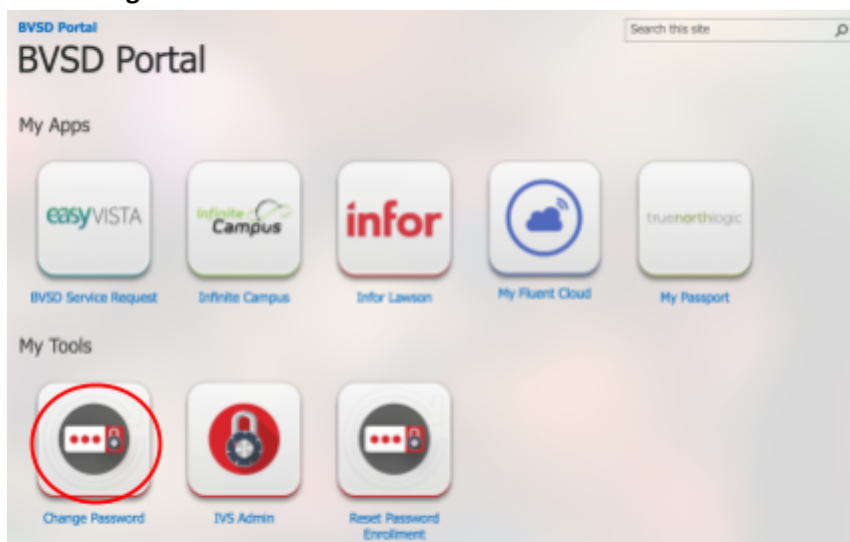
- Select Reset Password Enrollment
- You will be prompted to set four security questions, a four-digit PIN, and enter an optional personal email address. These all can be used to verify your identity to allow you to change your BVSD password on computers both inside and outside the district. If you do enter a personal email address, please be sure to check your personal email for a message with a verification link to activate this email in the system. If at any time you need to reset your security questions, PIN, or personal email address, you can do so while logged in to the portal.

Please note:

- Follow these guidelines to pick reliable, guess-proof answers:
 - Must not be obvious
 - Should preferably not be known by any other parties
 - Must be at least 3 characters long. If your answer is not 3 characters, choose a different question.
- You will then see a screen that will allow you to verify all of your answers.
 - Click **SAVE** to complete enrollment

How to Change Password if you know your current password:

- Go to [Password Manager](#) (or go to <http://bvsd.org>, hover over Quick Links, and select Password Manager)
- Click **Change Password**



3. Enter your **Account name: fmlastname##**
 - a. f = first initial
 - b. m = middle initial
 - c. lastname = up to 16 letters of last name with a middle initial; up to 17 letters of last name without a middle initial
 - d. ## = 2 digits - The majority of students will be 01. Duplicate names will increment by one number: 02, 03, 04, etc.
 - e. Total characters = up to 20
4. Select your verification method

Select Verification Method

There are multiple ways you can use to verify your identity. Please choose a method below.

Select a Verification Method

- ☐ Answer Questions
☐ Personal Email
☐ PIN

Continue

5. Click **Continue**
6. Enter the appropriate information
7. Click **Validate**
8. Enter your **New password** (must meet [Password Complexity Requirements](#))
9. **Confirm new password**

Password Reset

You have successfully provided enough information to verify your identity. Please choose a new password.

Password

Confirm Password

10. Click **Change Password**

How to Reset Password if you *don't know* your current password:

1. Go to [Password Manager](#) (or go to <http://bvsd.org>, hover over Quick Links, and select Password Manager)
2. Click **Forgot Password**

3. Enter your **Account name: fmlastname##**
 - a. f = first initial
 - b. m = middle initial
 - c. lastname = up to 16 letters of last name with a middle initial; up to 17 letters of last name without a middle initial
 - d. ## = 2 digits - The majority of students will be 01. Duplicate names will increment by one number: 02, 03, 04, etc.
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You have successfully provided enough information to verify your identity. Please choose a new password.

Password

|

Confirm Password

10. Click **Change Password**