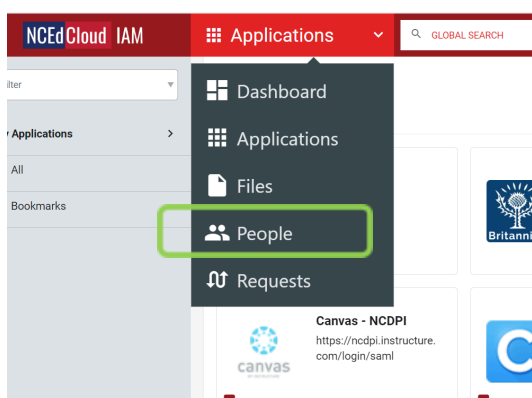


Resetting Student NCEdCloud Passwords

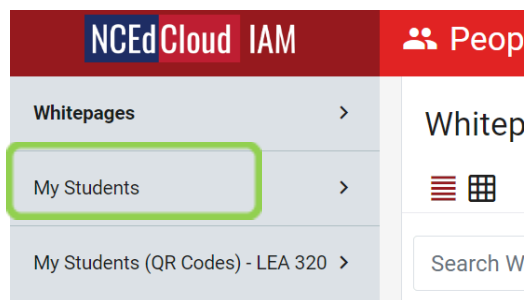
All (and only) teachers are empowered to reset your students' passwords in NCEdCloud/PowerSchool! As a reminder, Library Media Specialists can see schedules, but cannot reset NCEdCloud passwords for students.

Here are the steps to reset for a student:

1. Log in to my.ncedcloud.org with your credentials.
2. On the Rapid Identity page, select "People" from the applications arrow.



3. Select the "My Students" tab on the left.



4. Click the box next to the student's name whose password you need to reset.

☒	Abigail	Shelton
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5. Click "change password."

 Change Password

6. A new window pops up with directions for setting up a new password.

NEW PASSWORD



CONFIRM NEW PASSWORD



☐ SET PASSWORD TO DEFAULT VALUE
☐ USER MUST CHANGE PASSWORD AT NEXT LOGIN

Your new password MUST be:

- ☐ 8-16 characters long
- ☐ Minimum 1 uppercase letter
- ☐ Minimum 1 lowercase letter
- ☐ Minimum 1 number

Do NOT use:

- ☐ Username
- ☐ First Name
- ☐ Last Name
- ☐ Restricted Patterns

7. You can then set it to the Default Value (which is shown on the previous screen next to the student's name & username) or have the student create a new password that meets the parameters.
8. If students still have trouble logging in to the app, have them sign out and in again after this reset. They might also need to know our district or LEA code. Our **LEA code is 320** for NCEdCloud. Our **Powerschool district code is PLHX**.
9. As a reminder, the Parent Letter that can be printed from PowerSchool $\neq$ NCEdCloud student logins. The login information it gives is only for parents to use and does not correspond to a student's UID.