

Secondary Student Password Reset Utilizing LCPS GO

Each year secondary student's passwords are reset to a default one that they are required to change during the first few days of school. This has always been a task completed at the school by having each student login to a LCPS computer and change their password. This year students can perform this task with our new Single Sign On (SSO) solution, LCPS GO.

Step 1

Visit go.lcps.org using the Google Chrome browser on any computer*. This does not need to be an LCPS computer. The student should enter the student id and their default password which is the six digit birthday (mmddy).**

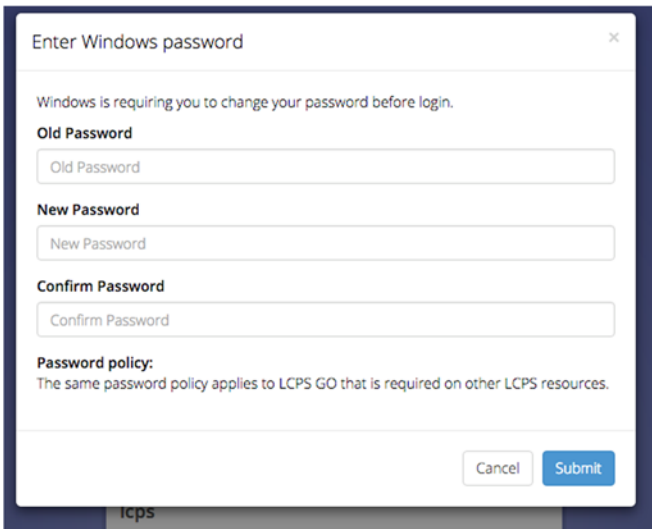


The screenshot shows the LCPS GO login interface. At the top is the LCPS GO logo. Below it is the text "Sign in to ClassLink". There are three input fields: the first contains the student ID "734730", the second contains a masked password "*****", and the third contains the school code "lcps". A blue "Sign In" button is at the bottom, with a link "Help, I forgot my password" below it.

Step 2

The student will be prompted to change their password by typing in their existing (6 digit birthdate) then choose a new password and typing it in twice (New password and confirm password fields).

The student should then click Submit.



The screenshot shows a Windows "Enter Windows password" dialog box. It prompts the user to change their password before login. It has three input fields: "Old Password", "New Password", and "Confirm Password". Below the fields is a "Password policy" section with the text: "The same password policy applies to LCPS GO that is required on other LCPS resources." At the bottom are "Cancel" and "Submit" buttons.

Step 3

The student's password has now been changed for all integrated accounts. This includes computer login, StudentVUE, Office 365, etc. Students will not need to change this again the first week of school.

* - A full web browser must be used for the password change functionality to work

** - The system will only prompt for a password change once DTS process has flagged the account which may not occur for several hours