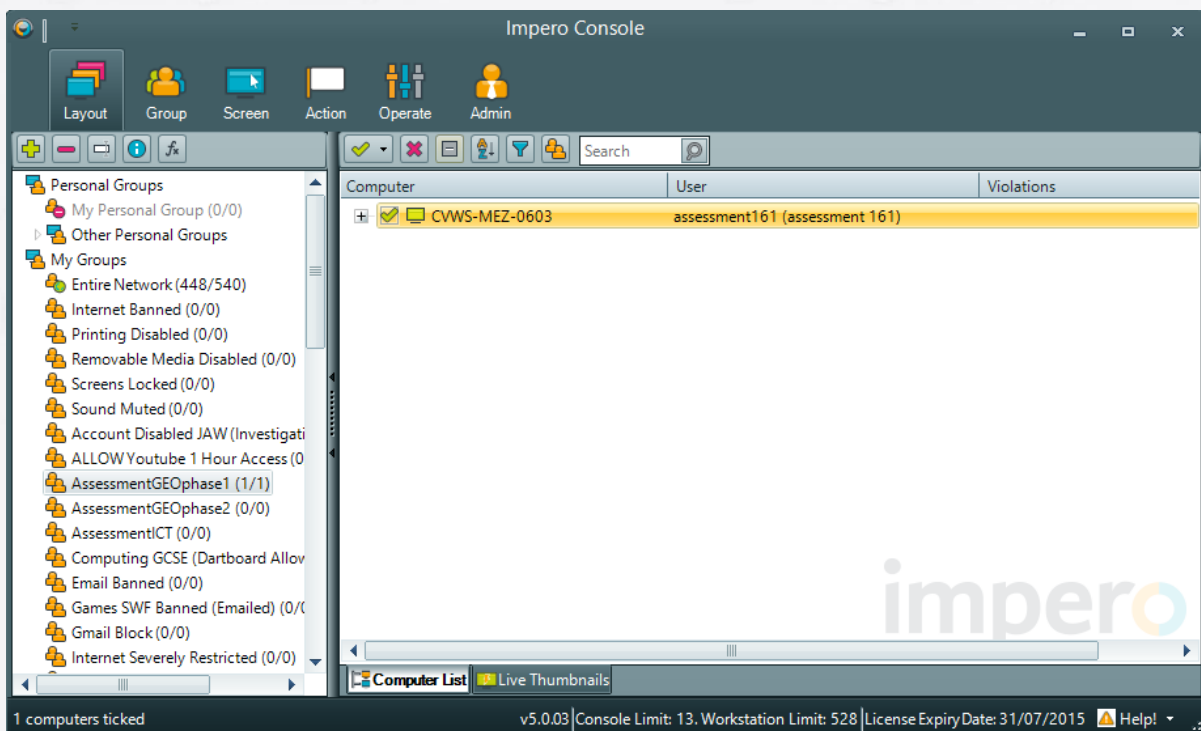


# Changing Student Passwords

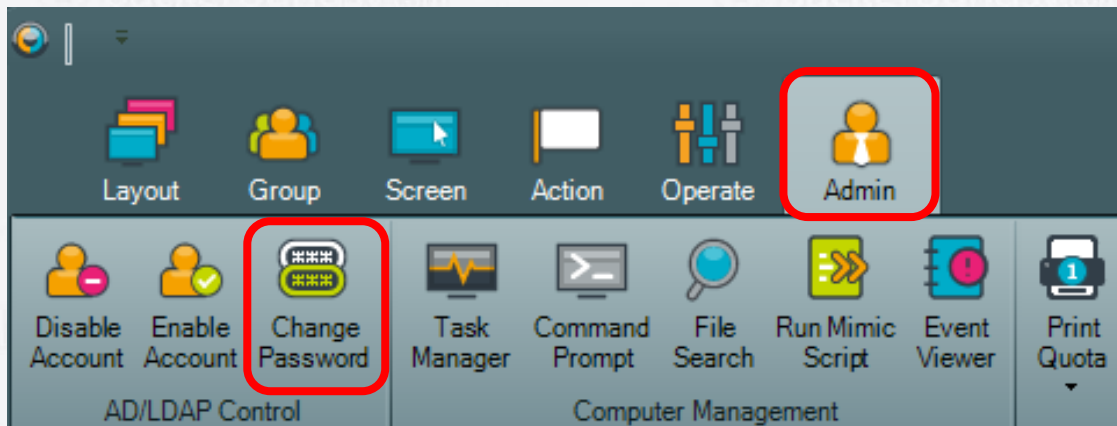
*This guide will show you how to change a student's password. This should only be used with permission from the student in question. Please confirm the username of the student before changing their password, as you are held responsible for this action.*

*This process should be used when a student cannot access their account or has forgotten their password.*

First, open Impero Console.



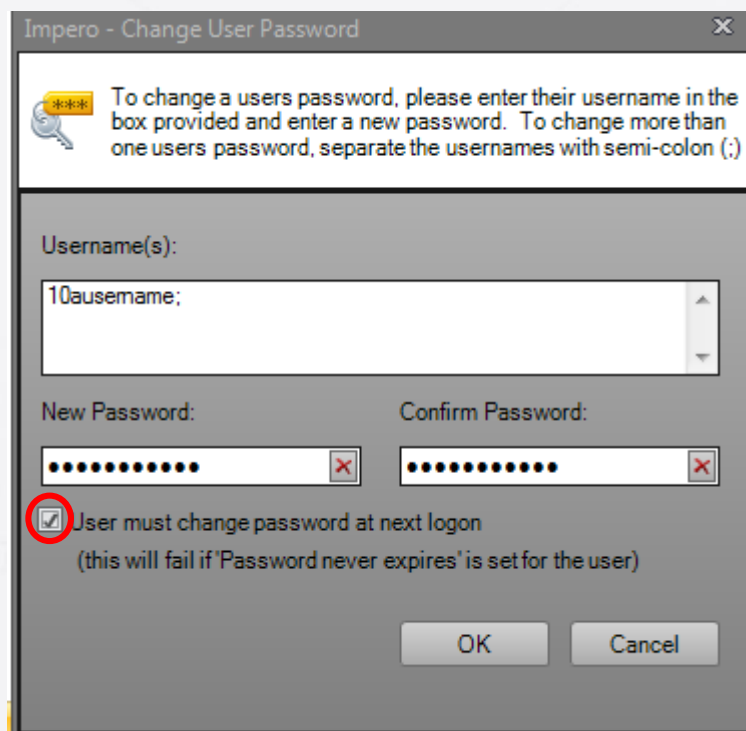
Once the console has loaded, select the 'Admin' tab at the top of the page. In the admin menu, select 'Change Password'



The Change User Password box will open. In the username section, enter the username of the user requiring a password change.

In the password boxes below, enter a generic password (such as 'iloveschool'). After entering and confirming this new password, select the 'User must change password at next login' tick box.

Click 'OK'.



In order to complete the process you will need to provide the student with the password you set for them. When they log on, they will then be asked to change the password to something more memorable.