

## RESETTING STUDENT PASSWORDS

We need you to reset your Windows password in order to activate your Google Chromebook and Google Apps for Education accounts:

1. Login to a school Windows computer or laptop using your Student ID Number and your startup password.
2. On your keyboard, press **CTRL+ALT+DELETE**.
3. Click **Change Password**.
4. In **Old Password**, type your current network password.
5. In **New Password** and **Confirm New Password**, type your new password, and then click **OK**.

Once completed, this will be your new password for Windows, Chromebooks, Google Apps for Education, Skyward, STAR and Accelerated Reader.

- You will login to Windows, Skyward, STAR and Accelerated Reader with your Student ID Number + Password.
- You will login to Chromebooks and Google Apps with your Student ID Number@cfschools.net + Password.

Your password is important. It lets you into your Chromebook, your Google Docs, and other programs. It also keeps others out of your documents and computer accounts.

Here are some simple password rules to follow:

- Do not save your password on a piece of paper or share it with others.
- Do not make your password so simple that others can guess it (Example 'password')
- Do not make your password so complex that you forget it. (Example 'XRQ##12W\$\$aaLm')
- The best thing you can do is mix up your password and use letters and numbers, capital letters and lower case, but use a word or formula that you will remember. (Example School#1!)
- Your password keeps you and your information safe.