

Student's teacher can reset students' password.

Student's NCEdCloud account has already been claimed; does not need to be claimed again.

Teacher:

- Log into NCEdCloud
- Profiles
- My Students
- Click Student's Name
- Check the 'User Must Change Password at Next Login'
- Enter Password
- Re-enter Password
- Click Change Password
- Provide password to the student
 - See below on how the screen will look after above is completed

Change Password

Secondary Student Password Policy

Password must be between 8 and 16 characters long.

The password must contain the following:

- Minimum of one uppercase character
- Minimum of one lowercase character
- Minimum of one numeric digit

Password must *not* contain:

- Username
- First name
- Last name
- Spaces
- Starts or ends with ! (exclamation point)

Set Password to Default Value:

User Must Change Password at Next Login:

New Password:

Confirm New Password:

Password Meets Requirements

Student:

- Log into NCEdCloud with the password provided by your teacher
- Click reset challenge questions > answer questions and save
- Click reset password > create password > re-enter password and save
- Log out of NCEdCloud > Then go back to the NCEdCloud Log In Screen
- Enter the username and password (this is the password you created)> Log In
- System will take you to the applications screen of NCEdCloud
- Choose the program you wish to use
- Be sure to remember the password created as that will be your password for accessing NCEdCloud/PowerSchool in the future

If student's password is forgotten in the future, student needs to click 'forgot password' found at the NCEdCloud sign in screen. The system will ask some of your challenge questions and if answered correctly will then send student a link on how to retrieve the password.

Note for future use: The student's teacher has access to reset student's password; data manager does not have this access. Therefore, the student should ask his/her teacher to reset the password if needed.