



## How to Change a Student's Password

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At the beginning of the school year, it's common for students to need a new password for logging into our computers. Teachers have the ability to change these passwords themselves.

To change a password, from the Windows Start menu, navigate to Staff Apps → PSDLookup 2 → Type in the student's ID → select Search → select Change Password.

PSD Lookup

Search

First Name

Last Name

Login ID

Building

Status

Change Password

A new window will pop up with the student's new temporary password. Students will then login using this password, and they'll immediately be prompted by a screen with a red 'X' to change the password to one of their own choosing.

Students who have the correct permissions to use district computers should have a status of Enabled. If you see that a student's status is Disabled, please send him or her to the Media Center for further assistance.

