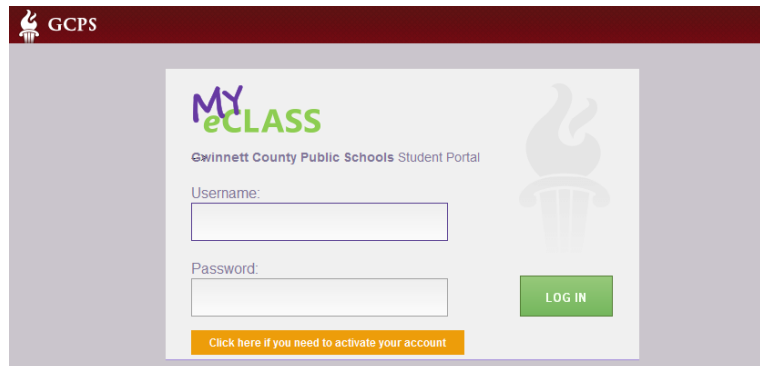


Student's First Login Process

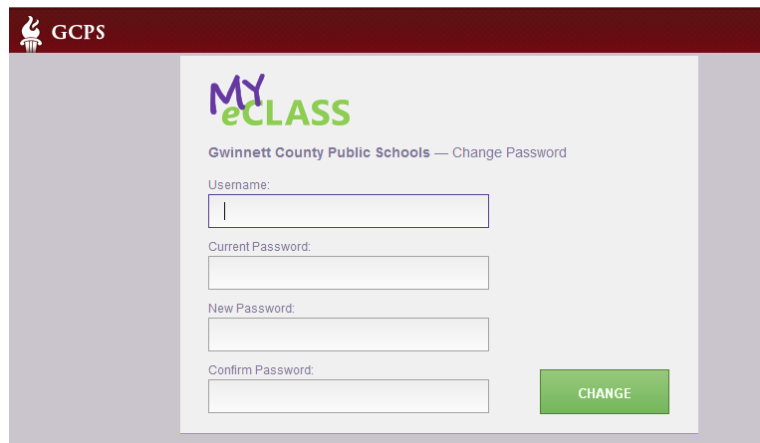
- Over the summer the student passwords were all reset to be the same as the student ID number.
- Students will be required to change their password the first time they log into the GCPS network.
- Students can login and change their password either on a GCPS networked computer or at the login of the GCPS student portal (My eCLASS). Both ways are explained below.

To login for the first time and reset the student's password using the student portal:

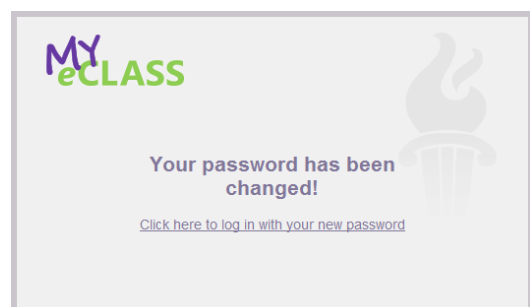
1. The student will open the My eCLASS portal
(<https://myeclassgcps.com>)
2. The student will click on the amber bar "Click here if you need to activate your account"



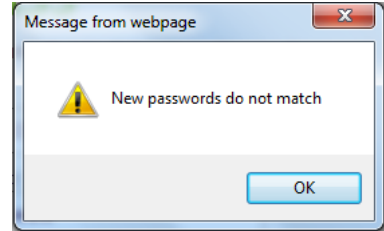
3. The student will then enter their username (user ID), their current password (user ID), their new password, and then re-enter their new password to confirm they typed it correctly.
(See the notes at the end of this document for password guidelines)



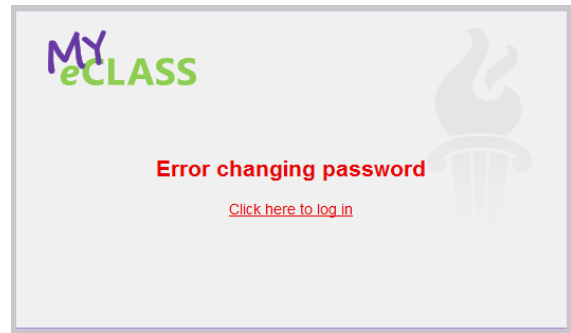
If the student is successful in changing their password they will see a confirmation message.



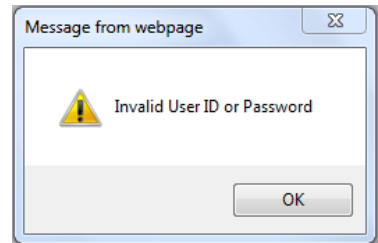
If the student enters new passwords that do not match, they will see the following error message:



If the student is unsuccessful in changing their password they will get an error message.



If the student enters an invalid user ID, they will get the following error message. The student will also see this error message if they enter the wrong password.



Portal Notes:

- There could be up to a 5 minute delay between the time the student resets their password on the portal and the time the new password is active on the portal. Little or no delay should be experienced if the student resets their password on a GCPS networked computer.
- This process can only be used for setting up the student's account the first time and not used just to change the student's password. If the student tries to change their password after the initial reset, they will see the following error message.

