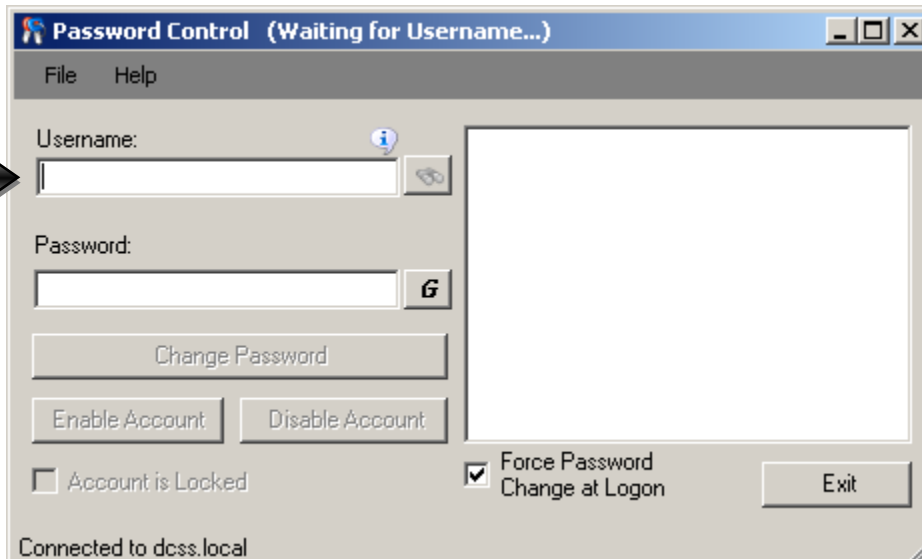


Reset Student Password and Unlock Student ID using Password Control

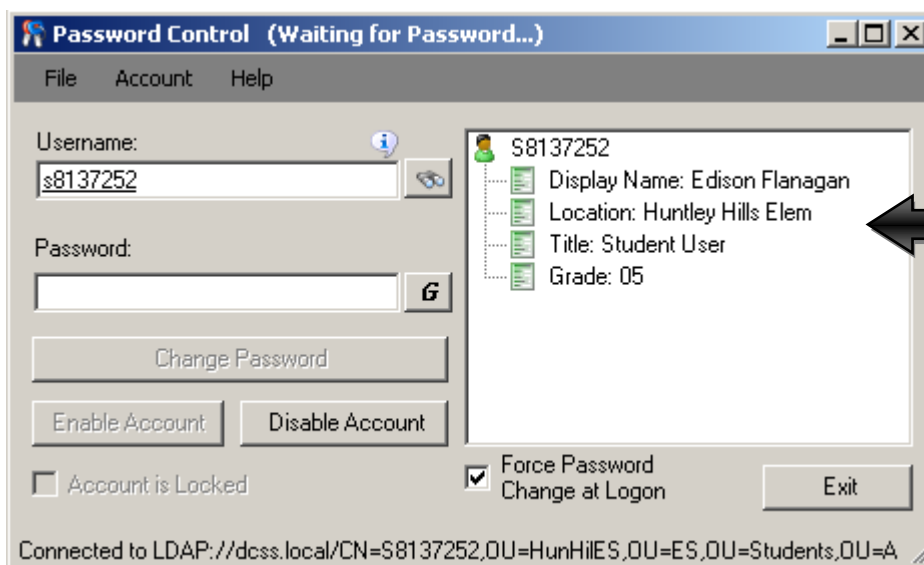
1. Login on workstation with teacher login and password.
2. Double-click the **Password Control** icon on desktop.



3. Type the student ID (Sxxxxxxx) in the **Username** field (do not have to press Enter)

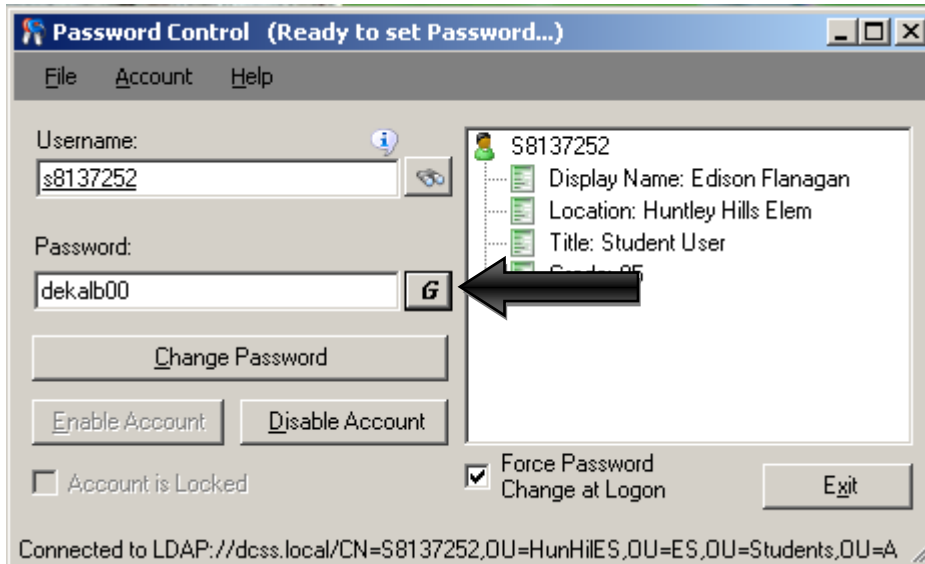


4. Verify student user information in box on the right.

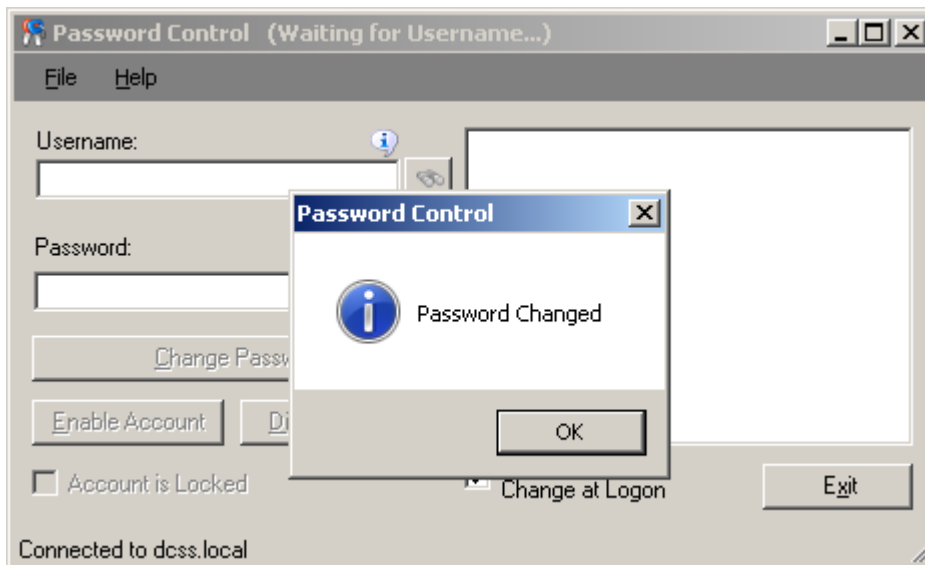


To Reset Password:

5. Click on “G” next to the password box. The password will be “**dekalb00**”



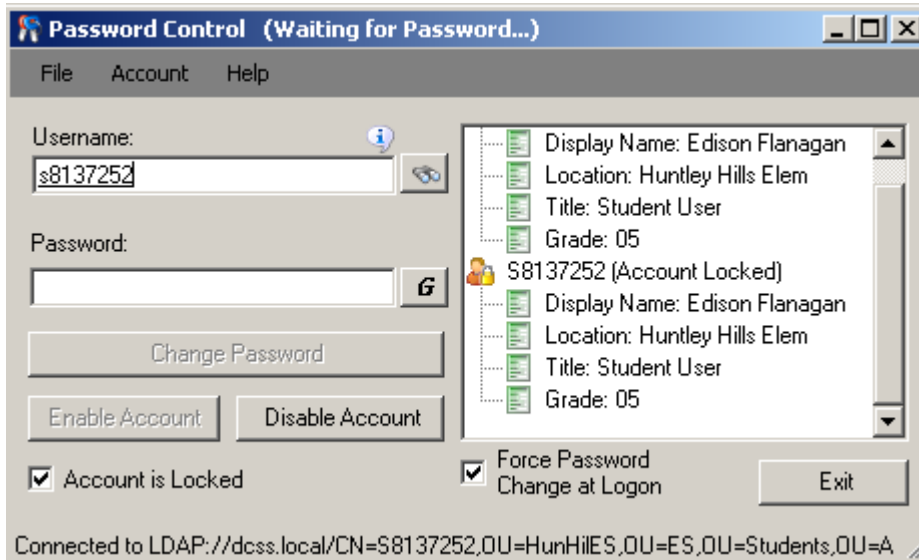
6. Click on **Change Password**.
7. Upon successful reset, you can click on **OK** to close the dialog box.



8. Click on “X” in top right corner to close Password Control.

To Unlock Student Account:

9. If the student user account is locked, there will be a checkmark in the **Account Is Locked** box at the bottom left.



10. **Uncheck** the **Account Is Locked** box to unlock the account.
11. Click on “X” in top right corner to close Password Control.