

## Attendance Instructions for COA Students

Students now have the ability to reset their computer password from home.

Each student **must do so before they will be able to access their Infinite Campus portal.**

Below are the instructions on how to complete this process.

This service is available on any device (computer, phone, tablet, etc)

Copy and paste this URL into your browser: <https://rds2012gw.cusd80.com/RDWeb>

Once you are there, please follow the screenshots below.

**STEP 1:** Enter your username and password (follow the direction in the screenshot)

**STEP 2:** Click sign in

**STEP 3:** It will then show the screen below and click on "Your password is expired. Click here to change it"

To protect against unauthorized access, your RD Web Access session will automatically time out after a period of inactivity. If your session ends, refresh your browser and sign in again.

**STEP 4:** On next screen, enter your current password

(s + student id + !)

**STEP 5:** Enter a NEW password

**STEP 6:** Confirm your NEW password

**STEP 7:** WRITE DOWN your NEW password and click SUBMIT (we don't have access to them)