Student Instructions – Computer Account with Password Recovery

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Set up your computer password

Using a *school computer*, log in using your student ID number: **s** _____

Enter your temporary password which is: **s** _____

You will be prompted to enter a new password.

Grades 2-6 requirements:

*6 or more characters and 2 out of the 4:   *one uppercase letter   *one lowercase letter   *one number   *one symbol

Grades 7-12 requirements: **Passwords cannot include your student ID number or your first or last name!**

*8 or more characters and 3 out of the 4:   *one uppercase letter   *one lowercase letter   *one number   *one symbol

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Important Last Step – Password Recovery

Open the **Student Links** file on the desktop.

Click on the **My Password** link or go to: https://mypassword.cusd80.com:9251

Enter your student ID and your new password to **Login**.

Click on the **Enrollment Tab** & register your security questions & answers, so you can reset your own password in the future.

Be sure to record your password and security answers in a safe place.

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