



Student Guide to Resetting and Activating Passwords

At the start of the school year, students in grade 6-12 are required to activate their account. A student cannot use StudentVUE to activate their account.

Please follow the steps:

1. Navigate to the Student Portal login screen, enter the **Student's ID** number and select Next.
2. Enter student's birthday as the **Password** (Example: February 5, 1998, you would enter 02051998). You will be automatically redirected or prompted to click on a link to access the Student Activation page.
3. A new login window will then show with your student ID. At the top you will see in orange 'You need to change your password- Please click on *this link* to change.' Select the '**this link**' text.
4. The following screen will require you to change your password.
 - Username = Student ID
 - Birthday = Your birthdate in the format MMDDYYYY (Example: If your birthday is February 5, 1998, you would enter 02051998)
 - New Password = The password must be at least 8 characters. We recommend using a passphrase. To learn more about how to create a passphrase visit www.gcpsk12.org/cybersecure.
 - Confirm Password = Retype from above
 - Click **Change** to complete.

** If using a Chromebook, restart the device after successfully changing the password. Note: "Click here to login in with your new password" will not work as expected.

