



# Resetting Your Password from School

## Step-by-Step Directions

### Before You Start: "Forget" the GCPS Network on All BYOD Devices

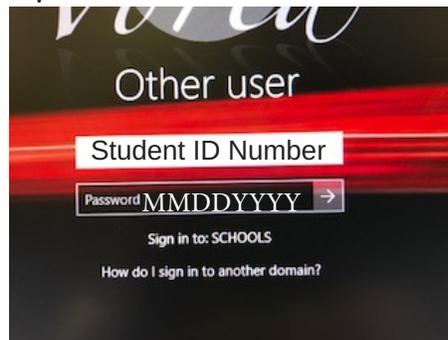
You must "Forget" the GCPS wireless network on any BYOD device you have previously used at school. You can do this under "Settings" on most mobile devices.



Note: You only have to reset your password ONCE when you either first log in to a GCPS computer OR when you first log in to MY eCLASS.

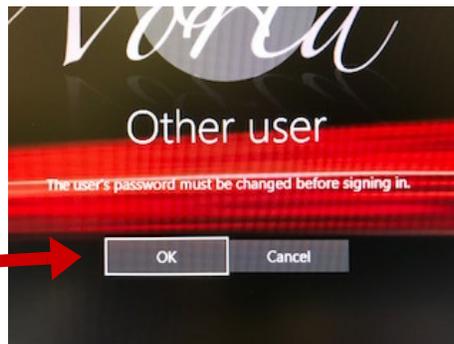
### Logging in to a GCPS Computer and Haven't Yet Changed Your Password?

1. On the computer home screen, sign in with your student ID for the User ID and your birthdate (MMDDYYYY) as your Password.

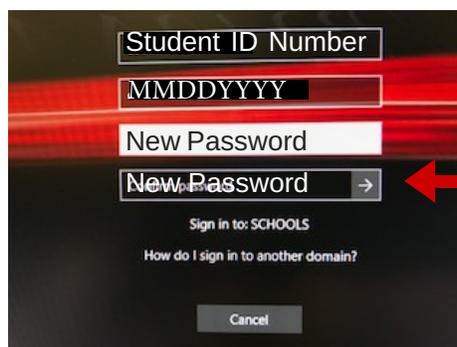


2. You will see a message stating that you must change your password.

Select "OK."



3. The first two boxes should include your student ID and birthdate. If not, add them. Then, type in your new password in both the third and last box where it says, "Confirm password."



Click the arrow or select enter on your keyboard to finish.

Congratulations! Your account has now been activated and your password has been reset. Use your new password to log in to any GCPS computer at school AND MY eCLASS.

# Logging in to MY eCLASS and Haven't Yet Changed Your Password?

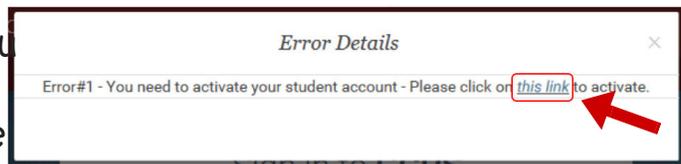
1. Go to [www.gwinnett.k12.ga.us](http://www.gwinnett.k12.ga.us) and select the MY eCLASS tab on the top right corner.



2. On the Sign in to GCPS screen use your student ID for the user ID and birthdate for the (MMDDYYYY) Password box.

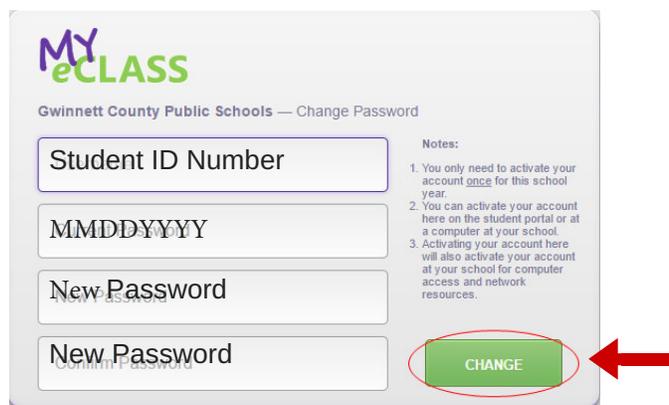
A login form titled 'Sign in to GCPS' with the subtitle 'Employee Portal & MY eCLASS Student Portal'. It has two input fields: 'USER ID' with the placeholder 'Student ID Number' and 'PASSWORD' with the placeholder 'MMDDYYYY'. A blue 'SIGN IN' button is at the bottom.

3. You will now see an "Error Details" message, stating that you need to activate your account. Click on "this link" to get to the activation and change password screen.



4. Add your student ID to "User ID" and birthdate (MMDDYYYY) to "Current Password"

Then, add your NEW password to BOTH the "New Password" and "Confirm Password" boxes and select "Change."

A 'Change Password' form for Gwinnett County Public Schools. It has four input fields: 'Student ID Number', 'MMDDYYYY', 'New Password', and 'New Password'. A green 'CHANGE' button is at the bottom right, circled in red, with a red arrow pointing to it. To the right of the form are 'Notes' regarding account activation.

Congratulations! Your account has now been activated and your password has been reset. Use your new password to log in to any MY eCLASS AND any GCPS computer at school.