Below are instructions for teachers on how to reset student(s) password. Reset student passwords by student request only. Do not reset all students as a precaution; this reduces the number of resets available to the student for the year.

**Getting Started**

Log into the Employee Portal.

**▼ Scroll down to the Teacher Class Roster section**

Select all the students that need password resetting.

**▼ Click Reset**

The message “Password(s) Successfully Changed” will display on the page. The student(s) password(s) will reset to the default password.

For questions or comments, please submit a HEAT Self-Service ticket and select Ask ITS a Question for the incident type.

Note: Teachers will be permitted to reset a student’s password up to ten times per student per school year. (NOT TEN TIMES PER TEACHER.)