

How to Reset a Student Password with Infinite Campus

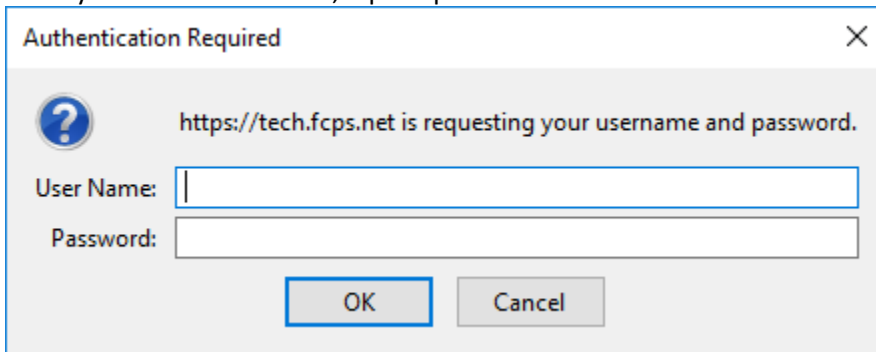
1. Log in to Infinite Campus.
2. Search for the student who needs a password reset.

The screenshot shows the Infinite Campus search interface. At the top, there are tabs for 'Index' and 'Search', with a green arrow pointing left. Below this is a search bar with a dropdown menu set to 'Student' and a 'Go' button. A search result is displayed: '07 KI'. To the right, a 'Person Summary Report' is visible, showing 'Person Information' with fields for 'PersonID', 'Name', and 'Gender'.

3. After selecting the student, click the **Index** tab.
4. Click **Student Information**, and then click **Network/Email Info**.

The screenshot shows the navigation menu of Infinite Campus. The 'Index' tab is circled in red. Below it, the 'Student Information' menu item is circled in red, and a red arrow points to it. Under 'Student Information', the 'Network/Email Info' menu item is also circled in red, with a red arrow pointing to it. Other menu items include 'FCPS IC Support Site', 'FCPS DPP Support Site', 'FCPS Street Directory', 'Collections-HMH', 'General', 'Counseling', and 'Program Participation'.

5. Enter your FCPS credentials, if prompted.



Authentication Required

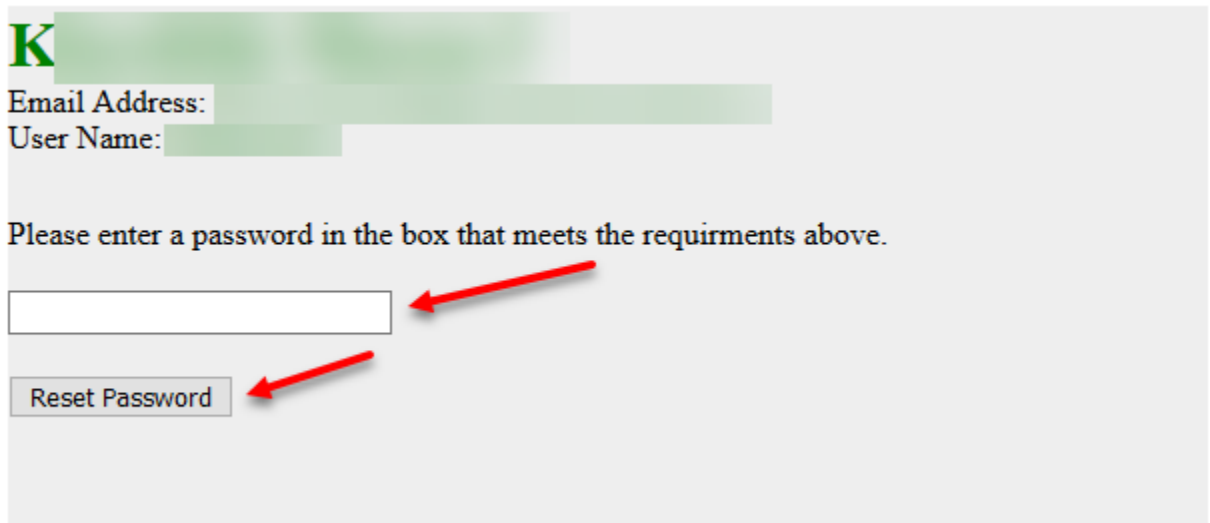
https://tech.fcps.net is requesting your username and password.

User Name:

Password:

OK Cancel

6. A new page will open.
7. Set the student's password to any value that meets the complexity rules. The new password will be available to use within two minutes.



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Email Address:

User Name:

Please enter a password in the box that meets the requirements above.

Reset Password