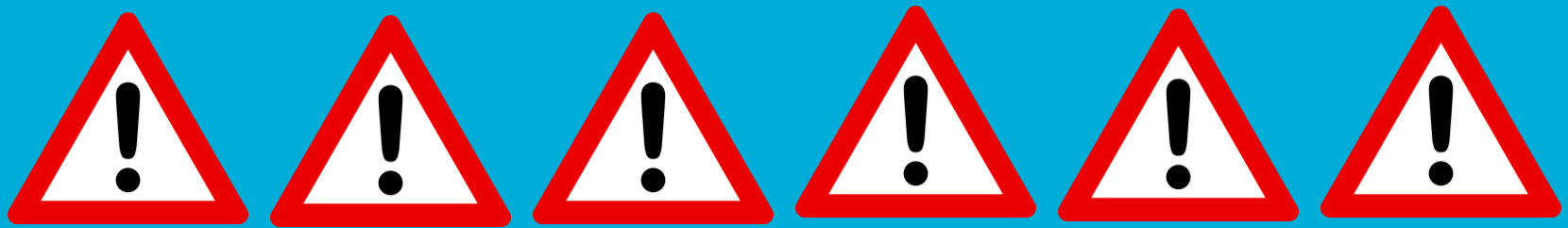# STUDENT PASSWORD RESET INSTRUCTIONS FOR CHROMEBOOKS
AND THE NEW LAUNCHPAD

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CAUTION: BEFORE YOU BEGIN THE STEPS ON THE FOLLOWING PAGES……. BE ADVISED……. YOU MUST FOLLOW THEM EXACTLY AS SHOWN ALONG WITH THE WRITTEN DIRECTIONS. IF YOU DO NOT FOLLOW THEM EXACTLY AS SHOWN, YOU WILL HAVE TO WAIT UNTIL SCHOOL BEGINS TO MAKE ANY CORRECTIONS. THERE IS NO WAY TO FIX IT UNTIL THEN. PLEASE HAVE AN ADULT ASSIST YOU IF POSSIBLE.

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When students open the Chromebook lid and turn the Chromebook on, they will see this screen.

This is the CMS LaunchPad Screen

CMS Launchpad Login

Username

Password

Sign In

➔ Staff sign in here

Help, I forgot my password

Or sign in using:

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CMS Launchpad Login

Click on Username and type in your STUDENT ID only!!

Username

Password

Sign In

➡️ **Staff sign in here**

Help, I forgot my password

Or sign in using:

CMS Launchpad Login

Click in the Password box. Enter the password using the format below. Use the correct numbers for YYYYMMDD as stated:

PwyyyymmddCMS

YYYY = 4 digit Birth Year
MM = 2 digit Birth Month
DD= 2 digit Birth Day

EXAMPLE FORMAT:

Pw20091221CMS

(The P and CMS are capital letters the "w" is the only lowercase letter.)

Username

Password

Sign In

→] Staff sign in here

Help, I forgot my password

Or sign in using:

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CMS Launchpad Login

Username

Password

Click SIGN IN

Sign In

➔] Staff sign in here

Help, I forgot my password

Or sign in using:

A screen should pop up stating the student should enter their Windows Password. The student will need to change their password to a password that is at least 13 characters long and features 3 of the following 4 items: uppercase letter, lowercase letter, number, symbol.

Type in the new password twice. Make sure that the passwords are the same! Click SUBMIT

Enter Windows password

✕

Windows is requiring you to change your password before login.

New Password

1

Confirm Password

2

Password policy:
This is where you would put your password requirements.

Cancel | Submit | **3**

Next, the student will be prompted for Multi-Factor Authentication Setup, as shown below.
Click on the Setup New Pin box, type in a 6 digit pin, and confirm it on the right side. Use the eye button to see what you have typed. Type the same Pin number in the "Confirm New Pin" area.
Students MUST remember their PIN number in order to complete future logins. Please save this information somewhere.
Click SAVE

Multi-Factor Authentication Setup

1 Setup New PIN

2 Confirm New PIN

Save

3

CONGRATULATIONS!!!

You made it to the CMS LaunchPad Screen!

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