

Resetting Passwords for Disabled Accounts

There are three kinds of accounts in IC: **Staff, Parents, and Students**

Do all searches under User

Staff/Students: Since staff and student accounts are linked to Active Directory it is only necessary to re-enable the account should a staff or student disable it. If a staff member can't remember their password they can go to the Portal and click on "Self Password Reset" in the blue column.

Parents: Should a parent disable their account and not remember the password. Search for the parent's name. The user name

will be red. Click on the red user name to open their account.

Search for a:

User

schoep,s

Go

[Advanced Search >>](#)

Search Results: 1 users

Schoep, Sandra R
sschoep

Click on Reset Password.

User: sschoep
Person: Schoep, Sandra R

User Account User Groups Tool Rights Calendar R

Save Delete Login As User

User Account Editor

Username Password
sschoep Reset Password

Disabled	Force Password	All	All	Hide
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tools	Calendars	Banner

Expires Date Homepage
Campus Portal

Type in a new password. It must be 6 characters long. A good general password would be stvrain. Click on Reset Password. Uncheck Disabled box and Click on Save.

Account User Groups Tool Rights Calendar Rights Access Log

Infinite Campus

Change Password

Change Password

Type in the new password. Warning this will overwrite the existing password!

*New Password *Verify Password

Reset Password

Type in 6 character password. Click on Reset

User: sschoep
Person: Schoep, Sandra R

User Account User G

Save Delete Log

User Account Editor

Username Password
sschoep Reset Password

Disabled	Force Password	All	All	Hide
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tools	Calendars	Banner

Expires Date Homepage
Campus Portal

Uncheck Disabled Box and click on Save

Hit Go on the User search option again and the User's name should be in Grey if it is reset.

Search Results: 1 users

Schoep, Sandra R
sschoep