



Student Guide to Resetting and Activating Passwords

At the start of the school year, students in grade 6-12 are required to activate their account. Please follow the steps:

1. Navigate to the Student Portal login screen.

2. Enter the **Student ID** and the student's birthday as the **Password** (Example: February 5, 1998, you would enter 02051998). You will be automatically redirected or prompted to click on a link to access the Student Activation page.

3. The following screen will require you to change your password.

- Username = Student ID
- Birthday = Your birthdate in the format MMDDYYYY (Example: If your birthday is February 5, 1998, you would enter 02051998)
- New Password = We recommend using a passphrase. To learn more about how to create a passphrase visit www.gcpsk12.org/cybersecure.
- Confirm Password = Retype from above
- Click **Change** to complete.

* If using a Chromebook, restart the device after successfully changing the password. Note: “Click here to login in with your new password” will not work as expected.

