



Resetting Your Password from School

Step-by-Step Directions

Before You Start: "Forget" the GCPS Network on All BYOD Devices

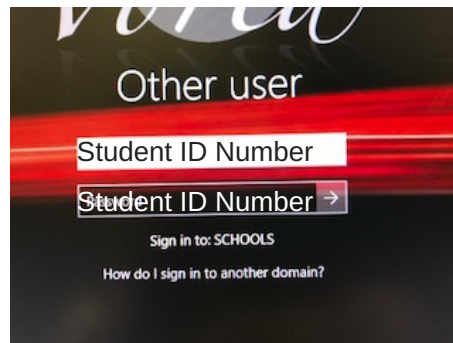
You must "Forget" the GCPS wireless network on any BYOD device you have previously used at school.
You can do this under "Settings" on most mobile devices.



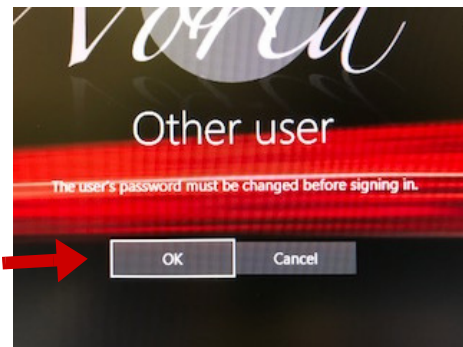
Note: You only have to reset your password ONCE when you either first log in to a GCPS computer OR when you first log in to MY eCLASS.

Logging in to a GCPS Computer and Haven't Yet Changed Your Password?

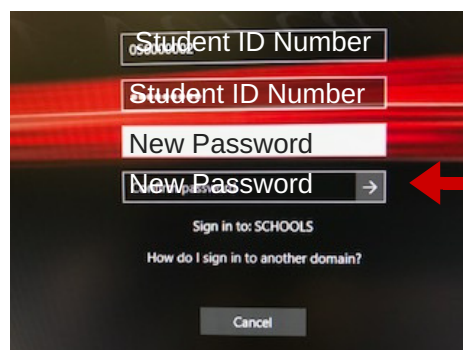
1. On the computer home screen, sign in with your student ID for BOTH the User ID and Password.



2. You will see a message stating that you must change your password. Select "OK."



3. The first two boxes should include your student ID. If not, add them. Then, type in your new password in both the third and last box where it says, "Confirm password."



Click the arrow or select enter on your keyboard to finish.

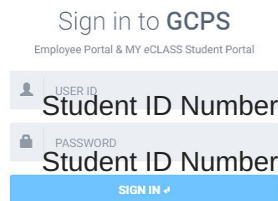
Congratulations! Your account has now been activated and your password has been reset.
Use your new password to log in to any GCPS computer at school AND MY eCLASS.

Logging in to MY eCLASS and Haven't Yet Changed Your Password?

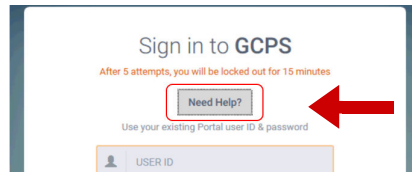
1. Go to www.gwinnett.k12.ga.us and select the MY eCLASS tab on the top right corner.



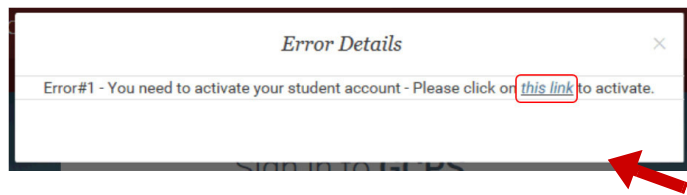
2. On the Sign in to GCPS screen use your student ID for BOTH the User ID and Password boxes.

The 'Sign in to GCPS' login screen. It has two input fields: 'USER ID' and 'PASSWORD', both containing 'Student ID Number'. A blue 'SIGN IN' button is at the bottom.

3. You will see the following screen. Select the "Need Help?" button.

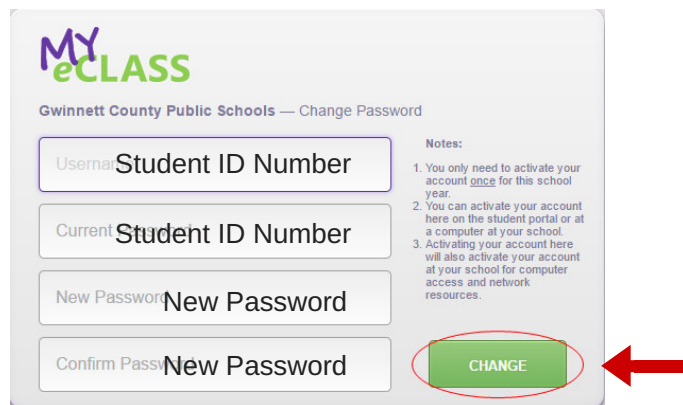
The 'Sign in to GCPS' screen with a red box around the 'Need Help?' button and a red arrow pointing to it from the right. The text 'After 5 attempts, you will be locked out for 15 minutes' is visible above the button.

4. You will then need to activate your account and change your password. Click on "this link" to get to the activation and change password screen.

An 'Error Details' message box with a close button (X) in the top right. The text reads: 'Error#1 - You need to activate your student account - Please click on [this link](#) to activate.' The 'this link' is highlighted with a red box, and a red arrow points to it from the right.

5. Add your student ID to BOTH the "User ID" and "Current Password" boxes.

Then, add your NEW password to BOTH the "New Password" and "Confirm Password" boxes and select "Change."

The 'Change Password' screen for 'Gwinnett County Public Schools'. It has four input fields: 'User ID', 'Current Password', 'New Password', and 'Confirm Password', all containing 'Student ID Number' or 'New Password'. A green 'CHANGE' button is at the bottom right, circled in red, with a red arrow pointing to it from the right. There are also 'Notes' on the right side of the screen.

Congratulations! Your account has now been activated and your password has been reset. Use your new password to log in to any MY eCLASS AND any GCPS computer at school.