

Default Student Passwords

Grades PK – 3

Default student passwords are currently the local Student ID number

Grades 4 – 12

Default student password are currently made up of the student last name and birthdate. Passwords are constructed in the following manner:

- **First four letters of last name**
 - The first letter is capitalized
 - Only the first letter is capitalized, regardless of additional capital letters in the name
 - Only letters are used. Other characters, such as spaces, apostrophes, and hyphens, are skipped
 - If there are fewer than four letters, all available letters are used
- **TWO-digit birth month**
 - The month is always 2 digits – use a leading zero where necessary
 - 12 for December, 01 for January
- **TWO-digit birth day**
 - The day is always 2 digits – use a leading zero where necessary
 - 15 for the fifteenth, 03 for the third

Examples:

Student Name	Birth Date	Default Password
John Doe	12/15/2000	Doe1215
Erin O’Leary	9/17/2000	Olea0917
Jane Ng-Sung	11/04/2000	Ngsu1104