



# Student Password Reset Tool (Employees Only)

## Overview

FWISD teachers and staff have access to an online application that allows them to reset student passwords to the District default. Once reset, students can then change their passwords from the District default to a password that meets District security standards. **This tool is only for FWISD employees.**

## Log-In to the Password Reset Tool

1. Navigate to <https://passwordreset.fwisd.org>.
2. Enter your District username and password and click Log in.

## Unlocking the Student's Account

1. Locate the student. The most effective way to search for a student is by using the **student's ID number**.
2. Type the student's ID number into the box under Student ID.

Location	Grade	Last Name	First Name	Middle Name	Student ID
229	04				

If the student ID is valid, it will display the student's information along with two buttons: Reset Password and Unlock Account. We recommend unlocking the account and resetting the password when a student can't log-in.

Location	Grade	Last Name	First Name	Middle Name	Student ID
229	04				

3. Click Unlock Account. A confirmation window will appear. Click OK.

Location	Grade	Last Name	First Name	Middle Name	Student ID
229	04				

passwordreset.fwisd.org says

Are you sure you want to unlock this student's account?

**OK** Cancel

4. A second window will appear indicating that unlock has been completed. Click OK.

passwordreset.fwisd.org says

Account for [redacted] has been successfully unlocked.

**OK**

5. Click Reset Password. A confirmation window will appear. Click OK.

Location	Grade	Last Name	First Name	Middle Name	Student ID
229	04				

passwordreset.fwisd.org says

Are you sure you want to reset this student's password?

**OK** Cancel

## Default Password

Once reset, the student will need to use the default password to log-in to their device. The defaults is fwisd followed by a period and the student's birthday in MMDDYYYY format.

Example: fwisd.04052009



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## Password Requirements

Once students log-in to with their default password, students will be prompted to change their password.

**Elementary students** must choose a password with 8 characters.

**Secondary (grades 6-up) students** must choose a 12-digit password with three of these four complexity requirements:

- lower case letters
- upper case letters
- numbers
- special characters.