

# D230 ClassLink Password Reset

Go to: <https://launchpad.classlink.com/d230>  
to change your password

Sign in using your username and current password:

Your username is your ID number. Do NOT include the “@d230.org” part of your email address.

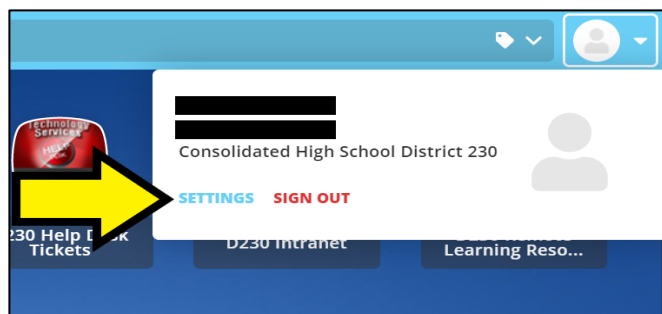
The Password was sent to you in an email.



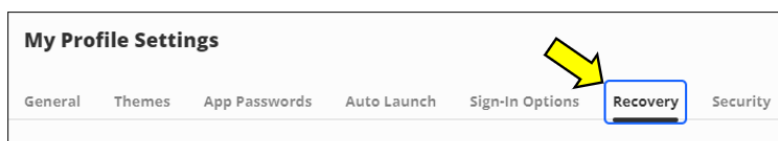
Once you are logged into ClassLink,  
Click on the silhouette icon at the top  
right of the window.



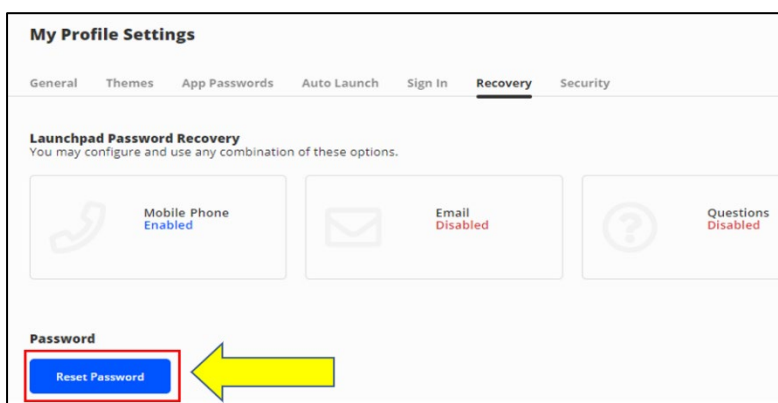
Select the 'Settings' option from the  
menu that opens.



Go to the "Recovery" tab



Select the "Reset Password"  
option. You may have to scroll  
down to find the button.

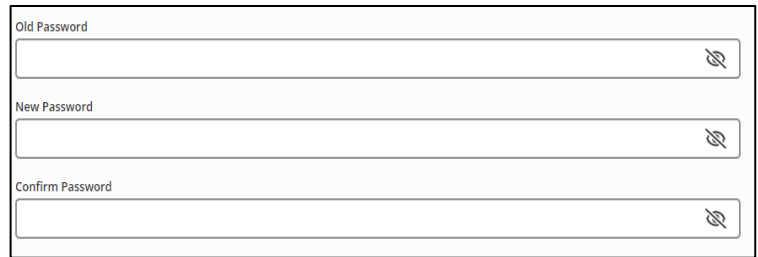


**At this screen you will type in the information needed to change your password.**

**Old password:** Use your existing or assigned password

**New password:**

*See criteria below*

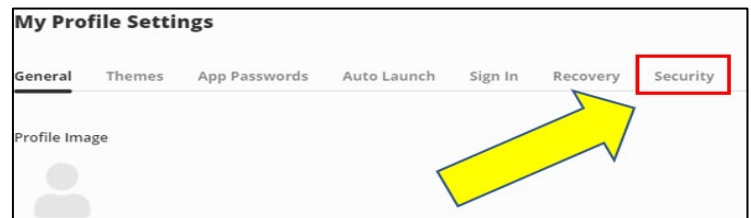


**EXAMPLE:** #1dogSparky

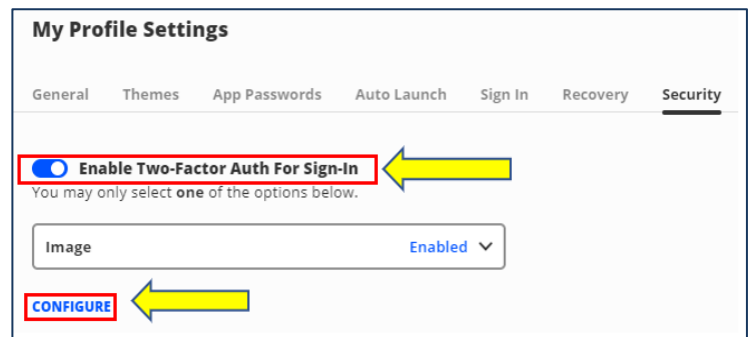
- Not contain the user's account name or parts of the user's full name that exceed two consecutive characters
- Be at least eight characters in length
- Contain characters from three of the following four categories:
  - English uppercase characters (A through Z)
  - English lowercase characters (a through z)
  - Base 10 digits (0 through 9)
  - Non-alphabetic characters (for example, !, \$, #, %)

## Two Factor Authentication

For added security we would like you to enable Two Factor Authentication. Click on the **'Security'** tab at the top.



Click the **'Enable Two-Factor Auth for Sign-In'** and toggle the switch to enable. Then click **'Configure'** at the bottom to select a picture you would like to use as your second verification method to login. Once you have done that you can just X out of the screen in the upper right corner.

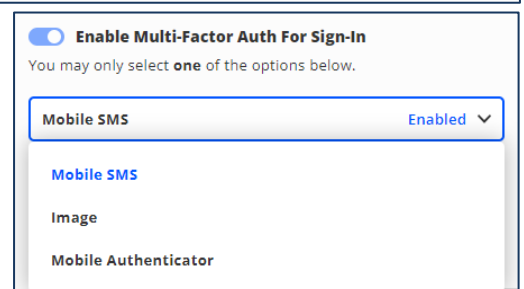


**You have 3 options:**

**Mobile SMS** – You receive a text with the code

**Image** – Select an image you like and use as your 2 factor authentication.

**Mobile Authenticator** – this is not an option and is disabled by default.



Contact the Technology Help Desk if you have any questions or need assistance by emailing, [help@d230.org](mailto:help@d230.org) or calling 708-745-5259.