Changing Your Password
(Faculty & Staff)

If you can't remember your password:

1. From the ClassLink homepage, select
   "Help, I forgot my password"

2. Follow the instructions to reset your password

For support, Call the RCS Technology Help Desk at
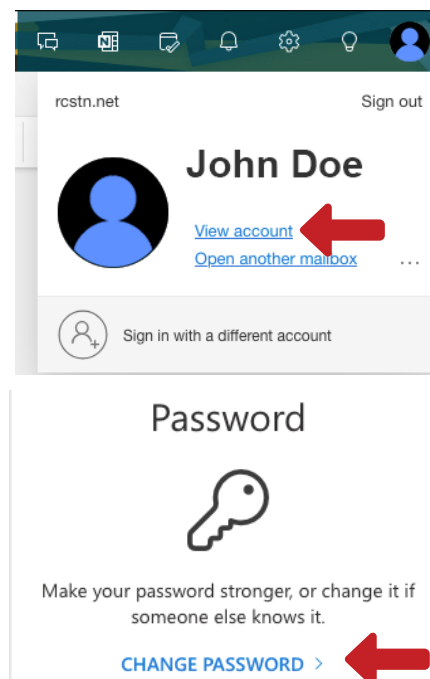*615-382-4685 (615-382-HOTL)*

If you believe your password is compromised and you still have access to your account, there are 3 different steps you can take

From your ClassLink account:

1. Click your account avatar then "Settings"
2. Click "Recovery" and enter new password

From Microsoft Outlook web page (pictured on the right):

1. Click your account icon in top right corner
2. Click "View Account"
3. Click "Change Password"
4. Authenticate account if prompted
5. Enter new password and confirm

On a PC in your building:

1. Sign into device
2. Press Control+Alt+Delete on your keyboard
3. Select "change password"

Account Password Requirements:

Must contain at least 3 of the following characters:

- » upper case letter
- » lower case letter
- » number
- » special character

• Must be at least 8 characters in length

• Cannot be a previously used password

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