

## Password Reset Tool – Charter Employees

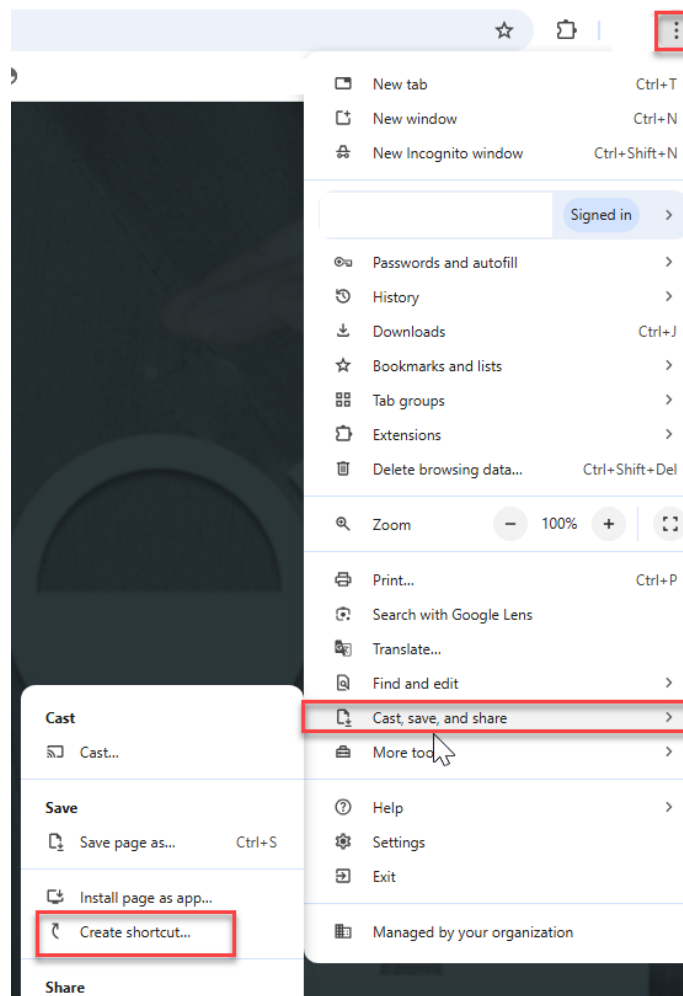
**NOTE:** You will need to know your Fulton County username and password to enroll for the tool. If you need your credentials, please contact the Technology Support Center at 470-254-4357.

1. <https://tinyurl.com/FCSPasswordReset>
2. Use your Fulton username and password (same as infinite Campus) to gain access.
3. You will be directed to answer security questions to enroll in the password reset tool.
  - These questions will be used to change your password if you ever forget it.
4. After all questions are answered, you can then change your password.

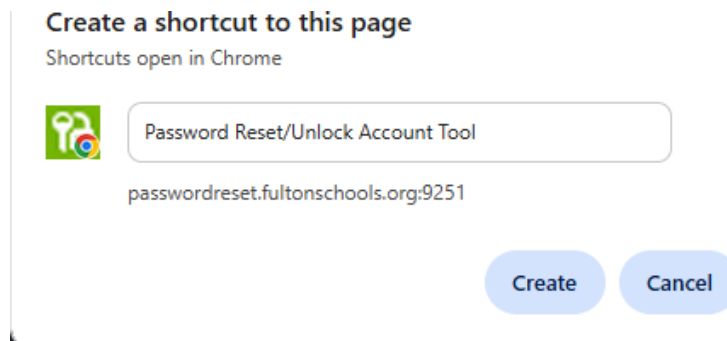
## How to Add the Password Reset Tool to your Desktop

A shortcut can be added to your desktop for the password reset tool for accessibility.

1. Open the chrome web browser.
2. Got to the website you want to create the shortcut desktop for. This can be any website you want. However, if you choose a website that requires you to sign in, the shortcut will only take you to the login page once you have been signed out.
3. Click the three-dot icon in the top-right corner of the window.
4. Hover your mouse over Cast, save, and share More tools and click Create shortcut.



5. Enter a name for your shortcut and click Create.



6. **A shortcut will be added to your desktop.** With this method, you will create a desktop shortcut that has the icon of the website. Double-clicking this shortcut icon will open the website in the Chrome browser.

