



Student Account Password Change For Grades 6-12

Follow these steps if your password will not allow you to sign into your RCS issued device, ClassLink, or Office 365 (portal.office.com). See password requirements below.

(Note: Once changed, use your new password for device login, ClassLink login, and Office 365 login.)

- Restart your device by holding the power button down until it shuts off.
- Press the power button to restart.
- Attempt to sign in again.

If you still can't sign into your device:

- Your teacher can help you change your password.

OR

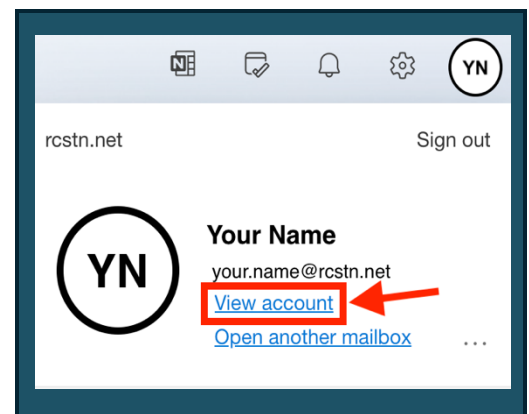
- Call the RCS Technology Help Line at 615-382-4685 between 8 am and 4 pm (Monday-Friday/closed on holidays).

If you can sign into your account but believe your password has been compromised, use one of the following ways to change your password. See password requirements below.

(Note: Once changed, use your new password for device login, ClassLink login, and Office 365 login.)

From Microsoft Outlook web page (pictured 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



OR

- Your teacher can help you change your password

OR

- Call the RCS Technology Help Line at 615-382-4685 between 8 am and 4 pm (Monday-Friday/closed on holidays).

Password Requirements

- Must contain at least 8 characters
- Can't be a previously used password
- Must use at least 3 of the following character types

► uppercase letter ► lowercase Letter ► number ► special character