



## RESETTING YOUR PASSWORD

### Follow these directions with a temporary passwords:

1. Log into your Chromebook with your CCSD email
  - a. First three letters of last name + first three letters of first name + last four digits of your student ID (located on your schedule under your name)@ccsdschools.com
  - b. e.g. - Raptor Remy's (Student ID 7416392)
  - c. email: **remrap6392@ccsdschools.com**
2. If Dr. Russell reset your password, use this: **CCSDstudent123**
3. If you called CCSD Tech Help (843-308-8181) to reset your password, use this: **School123456**
4. After logging in, you will be prompted to reset your password. Use the directions below to accomplish this.

### Reset Your Password

#### Use the following guidelines to create your new password:

- Must be 12 characters in length
- Must contain at least 3 of these 4 items:
  - An uppercase letter,
  - A lowercase letter,
  - A number, and
  - One special character (? ! \$ \*)
- Your password cannot contain consecutive numbers and/or your name.