

Guide for Students in Grades 3-12

Resetting/Activating Passwords & Setting Up MFA

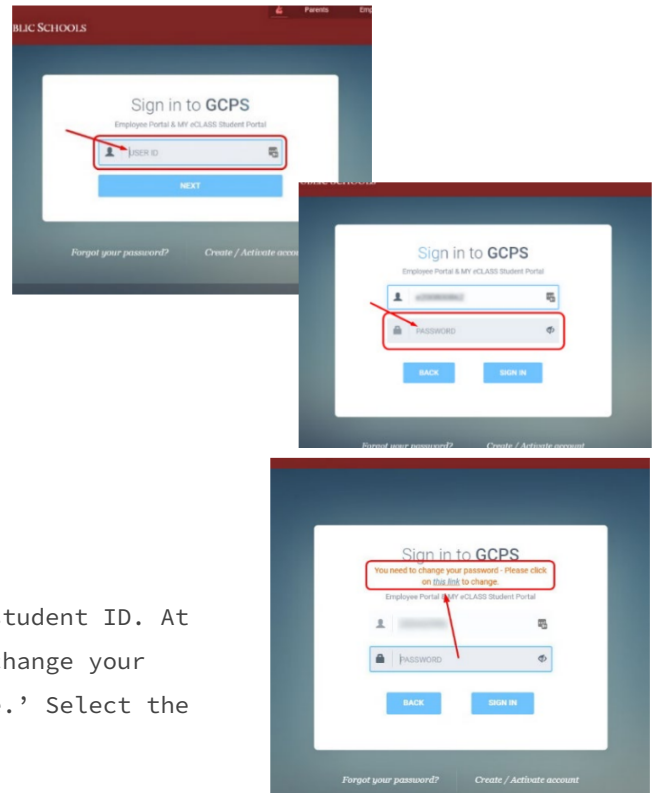
Gwinnett County Public Schools

Updated June 2026

At the start of the school year, students in grade 3-12 are required to activate their account and set up MFA. A student cannot use StudentVUE to activate their account.

Part I: Resetting/Activating Passwords

1. Navigate to the Student Portal login screen, enter the **Student's ID number** and select **Next**.
2. Enter the student's ID number with their 2 digit birth month and 2 digit birth day as the **Password** (Example: If the student ID is 123456789 and their birthdate is February 5th, you would enter 1234567890205). You will be automatically redirected or prompted to click on a link to access the Student Activation page.
3. A new login window will then show with your student ID. At the top you will see in orange 'You need to change your password- Please click on *this link* to change.' Select the '**this link**' text.
4. The following screen will require you to change your password.
 - Username = Student ID
 - Birthday = Your birthdate in the format MMDDYYYY (Example: If your birthday is February 5, 1998, you would enter 02051998)
 - New Password = The password must be at least 12 characters. We recommend using a passphrase. To learn more about how to create a passphrase visit the GCPS site on how to [Lock Down Your Login](#).
 - Confirm Password = Retype from above
 - Click **Change** to complete.





GCPS Change Password Gwinnett County Public Schools -- Change Password Please enter your Username, Current & New Password below

Notes:

- You only need to activate your account once for this school year.
- You can activate your account here on the student portal or at a computer at your school.
- Activating your account here will also activate your account at your school for computer access and instructional resources.

Username:

Birthday:

New Password:

Confirm Password:

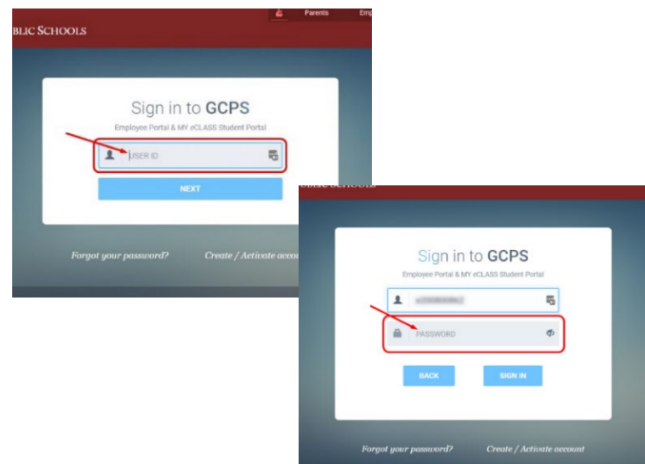
Your password has been changed!

[Click here to log in with your new password](#)

** If using a Chromebook, restart the device after successfully changing the password.
Note: "Click here to login in with your new password" will not work as expected.

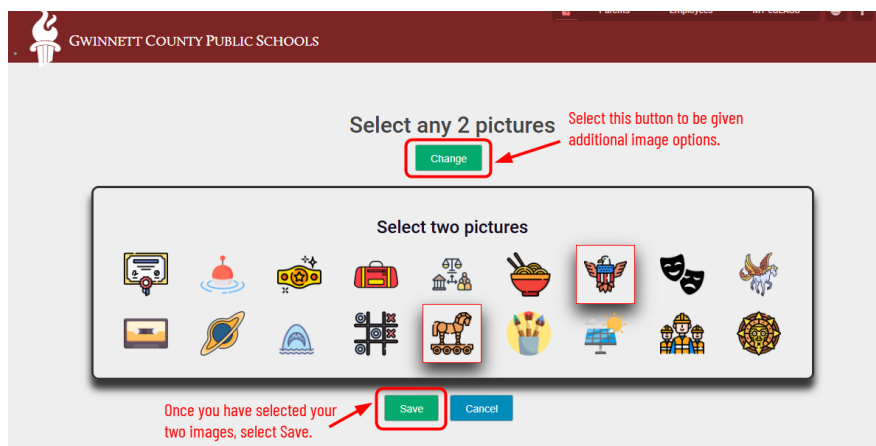
Part II: Setup your MFA

5. Navigate to the Student Portal login screen, enter the **Student's ID number** and select **Next**.
6. Enter your password and select **Next**.

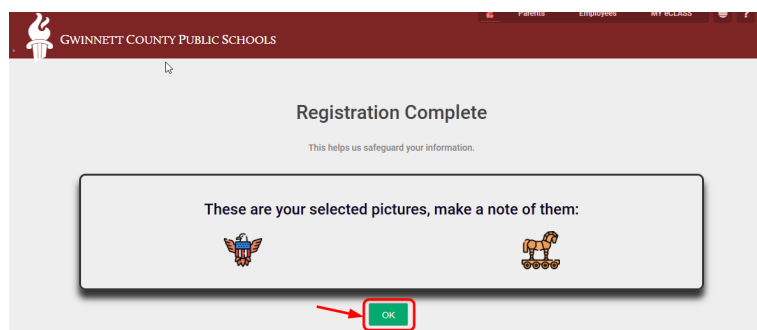


7. Select any two pictures. If you would like to see additional image options, select **Change**. Once you have made your selections, click **Save**.

Note: The pictures will be **shuffled at each login**, so make sure the student remembers the specific **pictures** that are selected and not the location on the screen.



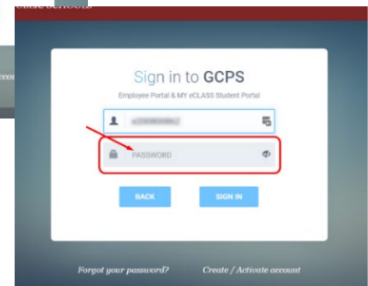
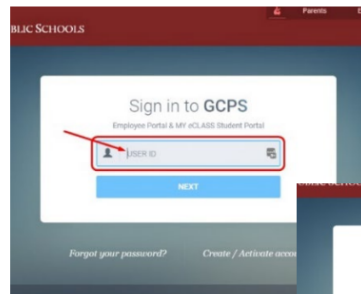
8. Make note of your selection and select **OK**. The order of your pictures does not matter. You will just need to select the same two pictures each time.



Part III: Logging into the GCPS Student Portal

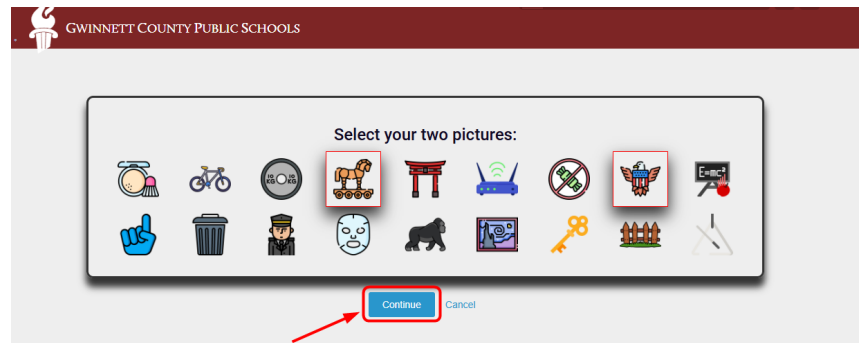
*These steps will be followed each time the student logs in once the pictures have been selected.

1. Navigate to the Student Portal login screen, enter the **Student's ID number** and select **Next**.
2. Enter your password and select **Next**.



3. Select your **two pictures** that you selected at registration then select **Continue**.

Note: Your chosen pictures might appear in various positions whenever they log in because the pictures are shuffled each time.



4. If you select the **wrong pictures**, you will see a message at the top saying **"Incorrect selection..."** and will need to try again. It will automatically clear out your previous choices and the student can select their pictures again. After 4 incorrect attempts, you will be locked out of your account for 15 minutes. This process is currently the same when logging in at home.

