

FWISD Student Password Reset

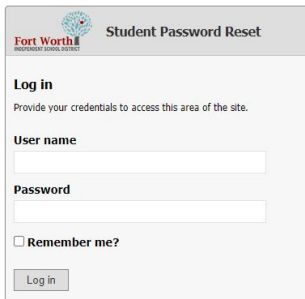
Introduction

FWISD teachers and staff have access to an online application that allows them to reset student passwords to the District default. Once reset, students can then change their passwords from the District default to a password that meets District security standards.

Log Into The Password Reset Portal

1. **Navigate to**

<https://passwordreset.fwisd.org>



2. **Log in** to the application with your District username and password

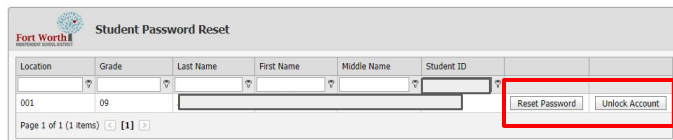
Find The Student

The most effective way to search for a student is by using the student's FWISD student ID number.



Type the student ID into the window under the "Student ID" column label.

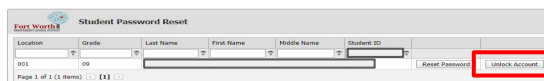
If the ID is valid it will display the student's information along with two buttons: "Reset Password" and "Unlock Account."



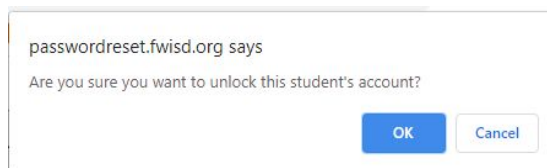
Unlocking an Account

It's a good idea to both unlock an account and reset the password when a student can't log in.

1. After locating the student in the password reset application, **click** the "Unlock Account" button.



2. A confirmation window will appear. **Click** "OK" to complete the unlocking.



3. After clicking "OK" a second window will appear indicating that the unlocking has been completed.

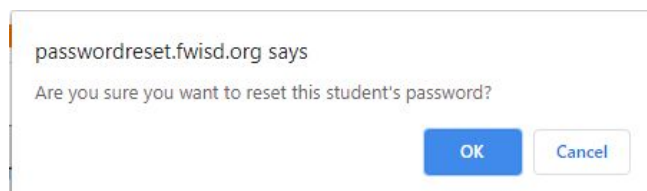


Resetting a Password

1. **Locate and click** on the "Reset Password" button



2. A confirmation window will appear. **Click** "OK" to complete the password reset.



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The Default Password

Once reset, the student will need to use the default password to log into his/her device. The default is “fwisd” followed by a period and then the student’s birthdate in MMDDYYYY format:

fwisd.01012004

Password Requirements

Once students log in with their default password, they must change their password to a new password that meets District security standards. Those standards are:

- a. **Must be 12 characters or longer**
and include three of the four rules below:
- b. at least 1 lower case letter [a-z]
- c. at least 1 upper case letter (A-Z)
- d. at least 1 numeric character [0-9]