

# Quick Reference Guide

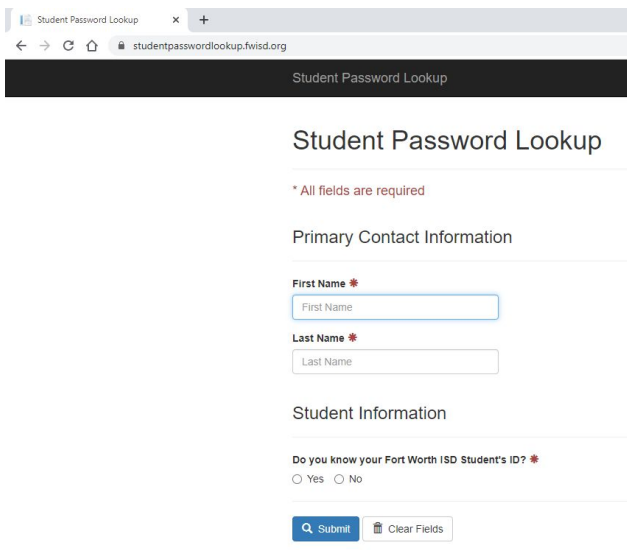
## Password Lookup

### Introduction

Fort Worth ISD has a convenient tool to lookup a student's password so that parents and students can be reminded of the default password after a reset.

### Getting Started

1. **Navigate** to the Student Password Lookup portal located at <https://studentpasswordlookup.fwisd.org>



Student Password Lookup

\* All fields are required

Primary Contact Information

First Name \*

First Name

Last Name \*

Last Name

Student Information

Do you know your Fort Worth ISD Student's ID? \*

Yes  No

Submit Clear Fields

### Enter Your Information

1. **Type** the required "First Name" and "Last Name" in the fields under "Primary Contact" information. This information must match the "Primary Contact" information for the student as entered in Focus.

#### Primary Contact Information

First Name \*

First Name

Last Name \*

Last Name

2. If you know your student's ID number, **click** on the "Yes" selection under "Student Information." A text box will appear in which you can enter your student's ID number.

#### Student Information

Do you know your Fort Worth ISD Student's ID? \*

Yes  No

Student ID \*

Student ID

3. If you do not know your student's ID number, you will be required to **type** his/her first name, last name, and date of birth (mm/dd/yyyy). After doing so, click "Submit."

#### Student Information

Do you know your Fort Worth ISD Student's ID? \*

Yes  No

First Name \*

First Name

Last Name \*

Last Name

Date of Birth \*

mm/dd/yyyy

Submit Clear Fields