Hello,

This email is to inform you that all student passwords will be reset effective Monday, August 24th. This is being scheduled now to enable all students time to navigate the new login before the need to login to begin virtual learning on September 8th. This is an annual process that must take place to ensure the security of your data and district systems.

The following resources are available to support you and your family through this process:

1) Please refer to the attached quick reference for instructions that will help with resetting your password.
2) Visit the following website for more tips and a video that will take through the password process. [http://bit.ly/FWISDpasswordreset](http://bit.ly/FWISDpasswordreset)
3) We are prepared to support you and your family through the password reset process starting on Monday, August 24th at 8:00 am. Please call us if you need further assistance.

We are looking forward to a wonderful and safe start to the 2020-2021 school year. Thank you!

Spanish Message

Hola,

Este correo electrónico es para informarle que todas las contraseñas de los estudiantes se restablecerán a partir del lunes 24 de agosto. Se están programando ahora para permitir que todos los estudiantes tengan tiempo de navegar en línea utilizando la nueva contraseña, antes de tener que iniciar el aprendizaje virtual el 8 de septiembre. Esto será un proceso anual que debe realizarse para garantizar la seguridad de sus datos y sistemas del distrito.

Los siguientes recursos están disponibles para ayudarle a usted y a su familia con este proceso:

1. Consulte la referencia rápida adjunta para obtener instrucciones que le ayudará a restablecer su contraseña.
3. Estamos preparados para apoyarlo a usted y a su familia con el proceso de restablecimiento de contraseña a partir del lunes, 24 de agosto a las 8:00 am. Favor de llamarnos si necesita más ayuda.

Esperamos comenzar un año escolar 2020-2021 con éxito y seguridad. ¡Gracias!
LOGGING INTO YOUR DISTRICT DEVICE

DEFAULT STUDENT LOGIN:
Example: Student Login: s####@stu.fwisd.org

WHERE ###### = STUDENT ID NUMBER

DEFAULT STUDENT PASSWORD:
fwisd.******

****** = EIGHT DIGIT DATE OF BIRTH, NO PUNCTUATION

FOR EXAMPLE:
February 4, 2005: fwisd.02042005

*Elementary* students must choose a password with 8 characters.

*Secondary* (grades 6-up) students must choose a 12 digit password with three of these four complexity requirements: lower case letters, upper case letters, numbers, or special characters.

*STUDENTS WILL BE PROMPTED TO CHANGE THEIR DEFAULT PASSWORDS WHEN LOGGING IN TO THEIR DEVICE FOR THE FIRST TIME.*

Password Reset Tool: https://passwordreset.fwisd.org/

Password Lookup Tool: https://studentpasswordlookup.fwisd.org/
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](https://studentpasswordlookup.fwisd.org)

   ![Student Password Lookup]

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]

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]
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.
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]