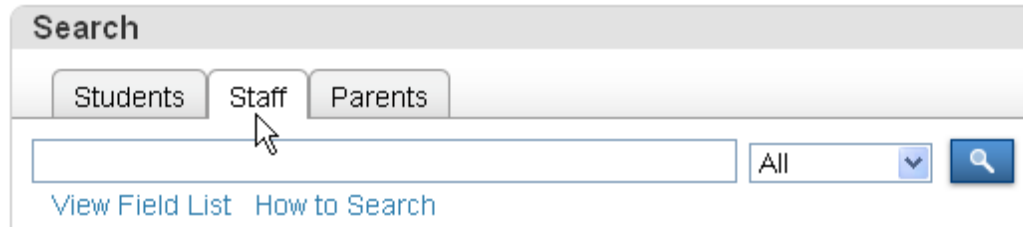



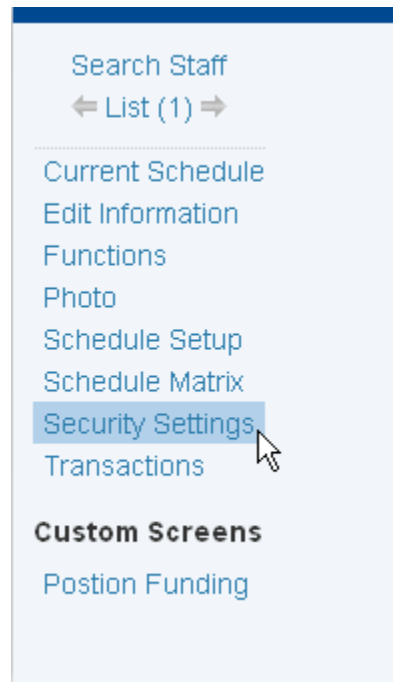
Resetting a PowerSchool or PowerTeacher Account

1. From the start page click the **Staff** tab

Start Page




2. Enter the staff member's last name and click the search  button.
3. Under the staff member account, click **Security Settings**



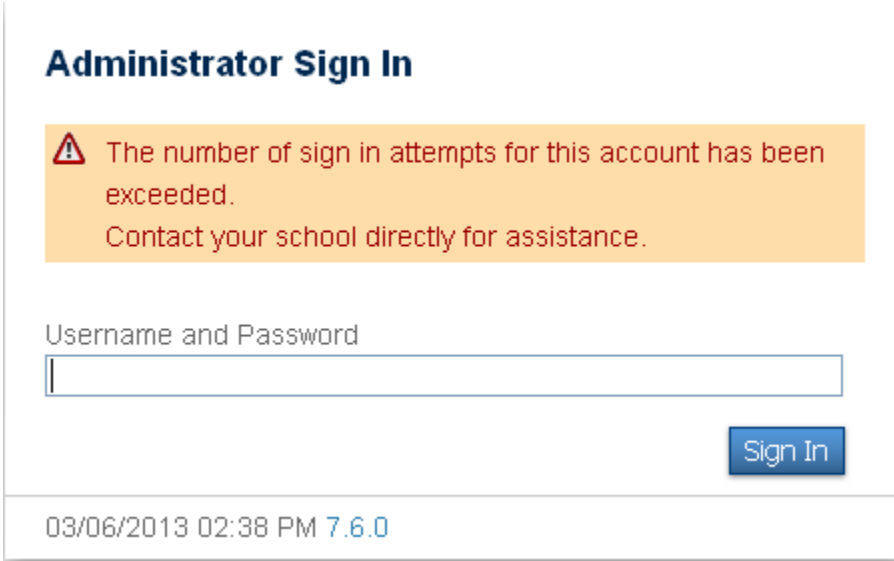
Resetting PowerSchool Password:

- **Admin Password** – enter a temporary password (ex: *changeme*). When the staff member tries to log into PowerSchool with the temporary password they will be prompted to enter in the temporary password then create and confirm a new password.


Resetting PowerTeacher Password:

- **Teacher Password** - enter a temporary password (ex: *changeme*). When the staff member tries to log into PowerTeacher with the temporary password they will be prompted to enter in the temporary password then create and confirm a new password.
4. After entering in a temporary password, click **Submit**  button.


Note: The only time you would need to contact the district office when a staff member is having authentication issues is when they are locked out of their PowerSchool and/or PowerTeacher account. The staff member will receive this message:



Administrator Sign In

 The number of sign in attempts for this account has been exceeded.
Contact your school directly for assistance.

Username and Password



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The other reason you would contact the district office for an authentication issue would be because you are the only staff member at a school that has been designated with the **Building Administration (1)** security group.