

SMPCS Instructions

Remote Learning Password Change Instructions

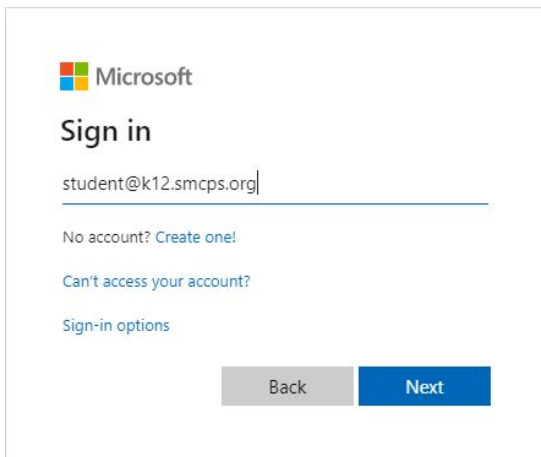
2020/2021 School Year

Step 1:

These instructions only apply to Middle and High School Students. Please log into any of the following SMCPs Remote Learning sites directly from the SMCPs.ORG [Student portal](#); [Gmail](#), [Clever](#), or Schoology.

Step 2:

You will be prompted to login. Students use your SMCPs Windows Username followed by @K12.smcps.org (First Initial + Middle Initial + Last Initial + Last 4 Digits of ID + @[k12.smcps.org](#)
Example: [ABC1234@K12.smcps.org](#)). Then click "Next"



Microsoft

Sign in

student@k12.smcps.org

No account? [Create one!](#)

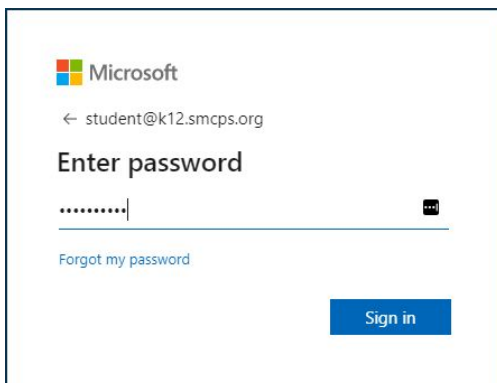
[Can't access your account?](#)

[Sign-in options](#)

Back Next

Step 3:

Enter your SMCPs Windows Temporary Password. This should be the Student's ID Number + a hyphen + First initial + Middle Initial + Last Initial + followed by smcps, all lowercase (Example: 123456-abcsmcps). Then Click Sign in.



Microsoft

← student@k12.smcps.org

Enter password

.....

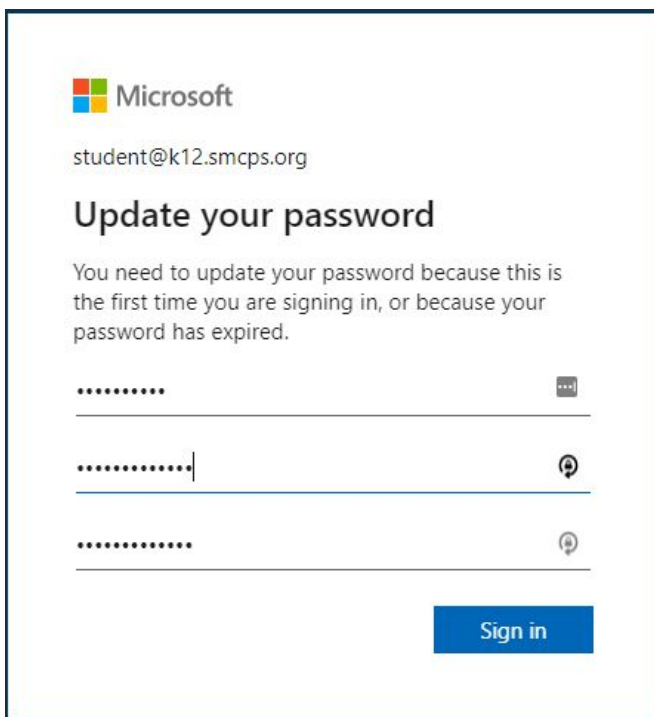
[Forgot my password](#)

Sign in

Step 4:

Re-enter your temporary password from Step 3 in the “Current Password” Box, then enter a new password in the two remaining boxes. Please note the students new password must be at least 8 characters long and must contain three of the following: A capital letter, Lowercase Letter, Number, Symbol (!@#\$%^&*). Then click “Sign In”.

Please Note: Students passwords cannot contain their SMCPs ID number, SMCPs Username, or the Students any part of the names.



The screenshot shows a Microsoft login page for a student account. At the top left is the Microsoft logo. Below it, the email address 'student@k12.smcps.org' is displayed. The main heading is 'Update your password'. Below the heading, a message states: 'You need to update your password because this is the first time you are signing in, or because your password has expired.' There are three password input fields, each with a strength indicator icon to its right. The first field is for the current password, the second for the new password, and the third for the confirmation password. A blue 'Sign in' button is located at the bottom right of the form area.

If you require a more accessible way to access this information please contact us at: Helpdesk@smcps.org