**Previous CCPS students retain their past passwords (most have been logging into Focus to look for their schedules). If they've forgotten their password, teachers will need to reset the password for the student (directions below).

New Student Password Information-

Student Usernames - all students use their **student ID as their username**

*The first time a student logs into Charlotte County School ClassLink please have them use the following combination:
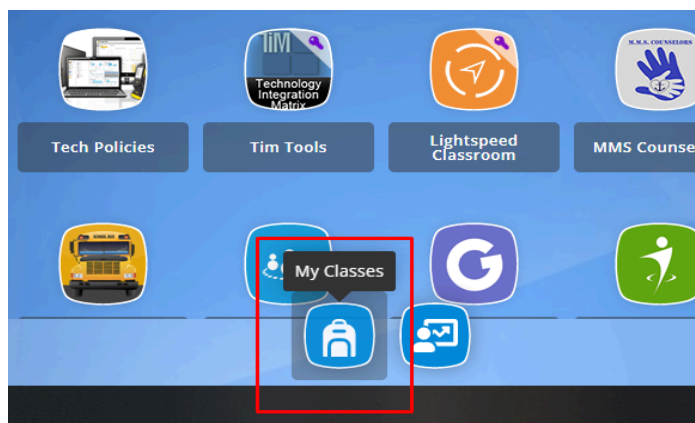
- First Initial (capitalized)
- Last Initial (lower)
- Followed by your birthdate (MMDDYYYY)

Example: John Smith 12/5/1980 -- Js12051980

The users will be required to create a new password upon the first log in. These directions are also available at the top of the ClassLink login page. Click the "Need Help?" button for quick access to this formula.

Teachers can reset a password for the student that has forgotten or is having difficulty by following the procedure below....

Go to the "Backpack" in the Teacher's ClassLink

1. Click on the backpack
2. Find the class that the student is located in
3. Click in the checkbox in front of the name of the student you need to reset.
4. Reset the password. Let the student know what you have reset their password to
5. The next time the student logs in they should reset their password according to their preference.

If a student continues to have a problem logging in, please create a helpdesk ticket with the student's ID number and a technician will look into the issue.