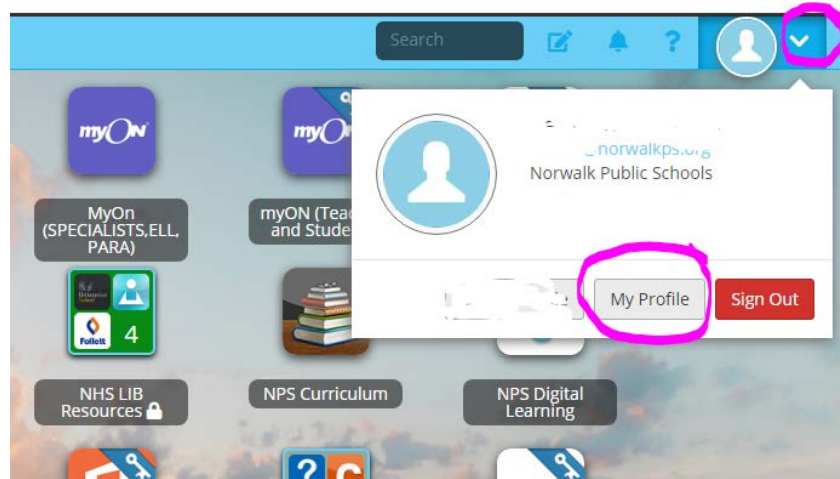


## Log into ClassLink

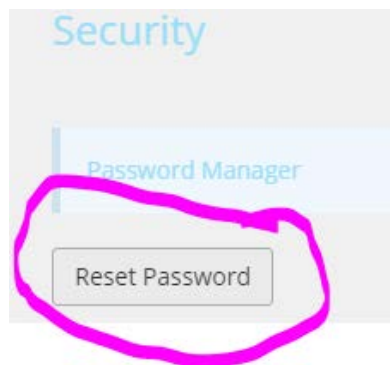
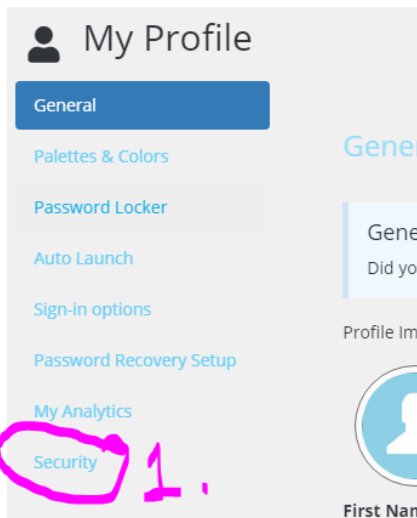
Choose the drop down arrow, top right corner, and click on “My Profile”



## Personalize your password:

Find “Security” on the left and click on it:

Click on “Reset Password”



## Create your Personalized Password:

Be sure to follow the constraints listed at the top of the window

Your “Old Password” at the point is the Nw password

Create your new pass

Confirm your new pass

Click SUBMIT

A screenshot of the password reset form. At the top, a yellow box contains the following constraints: 'Please meet the NPS password constraints when resetting your password: MANDATORY 8 characters 1 CAP 1 NUMBER and/or 1 specialty character like !@#\$%^&'. Below this are three input fields: 'Old Password' (with a pink checkmark), 'New Password' (with a pink checkmark), and 'Confirm Password' (with a pink checkmark). At the bottom, there are 'Cancel' and 'Submit' buttons, with the 'Submit' button circled in pink.

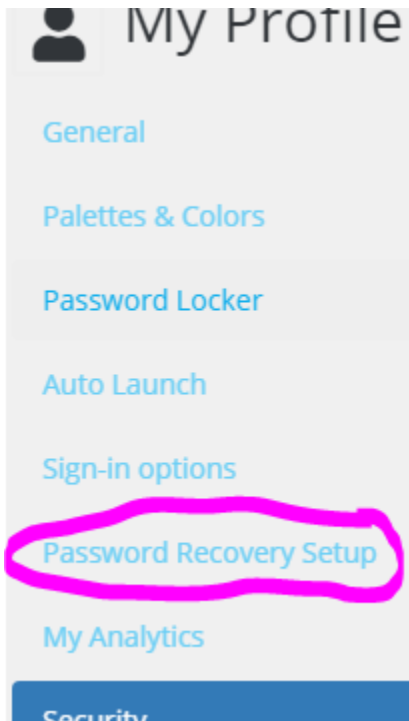
! If you do NOT meet the constraints you will have to start over again – ERASE the dots in the OLD PASSWORD box and re-enter –

! You cannot use your first or last name in your password

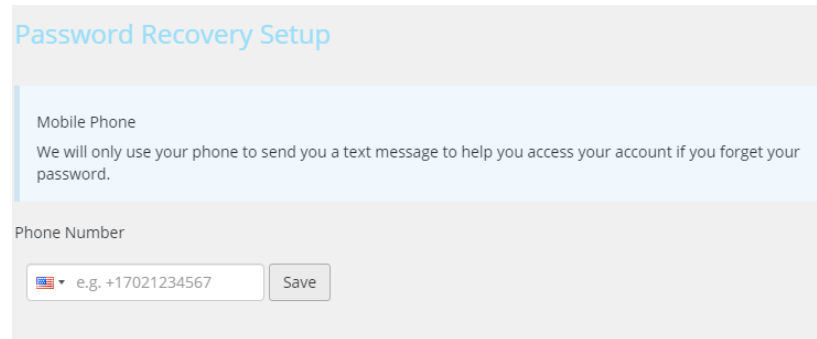
## Set Up Password Recovery Option(s)

Once you've personalized your password, set up your password recovery

On the left navigation, find "Password Recovery Setup" and click on it



Here, you can enter your Cell phone to receive a "reset" code if you forget your password – WATCH FOR THE "VERIFY" BUTTON and be sure to VERIFY once you receive the text

A screenshot of the "Password Recovery Setup" form. The form has a title "Password Recovery Setup" in blue. Below the title, there is a section titled "Mobile Phone" with a light blue background. The text in this section reads: "We will only use your phone to send you a text message to help you access your account if you forget your password." Below this, there is a "Phone Number" label and a text input field containing a dropdown menu with a flag icon and the text "e.g. +17021234567". To the right of the input field is a "Save" button.

There are also other options to use, if you prefer not use your cell phone number – just follow the prompts to set up your security recovery

ONCE COMPLETED THE FOLLOWING ACCOUNTS WILL AUTOMATICALLY SYNC TO YOUR NEW PASSWORD:

- YOUR NPS EMAIL ACCOUNT
- YOUR NPS POWER TEACHER ACCOUNT
- YOUR NPS GOOGLE ACCOUNT
- CLASSLINK
- SYAM IT TICKETING SYSTEM

PLEASE NOTE:

ESS (EMPLOYEE SELF SERVICE) AND NOVATIME ARE MANAGED BY THE PAYROLL DEPARTMENT; YOU WILL NEED TO CONTACT THEM FOR CREDENTIALS

FRONTLINE PRODUCTS (ABSENCE MANAGEMENT, ETC.) ARE HANDLED BY THE HUMAN RESOURCES DEPARTMENT; YOU WILL NEED TO CONTACT THEM FOR CREDENTIALS