

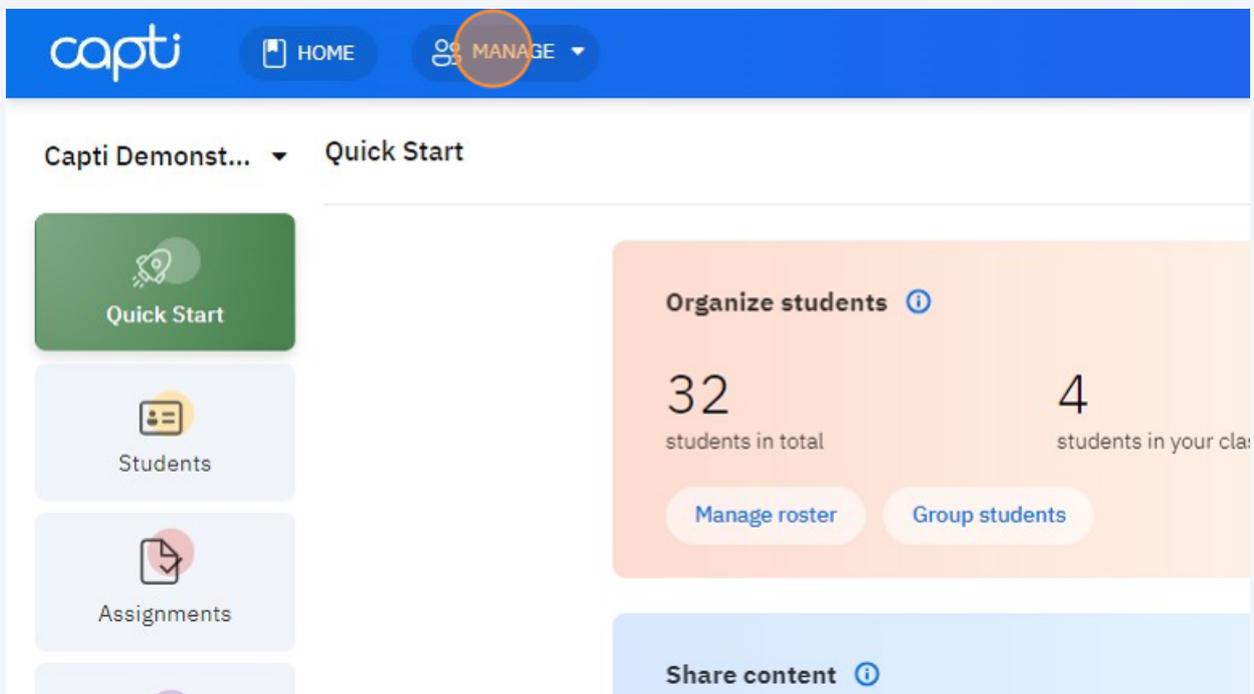
# How to change a student's password

This short guide explains how to change a student password if they are having trouble logging in.

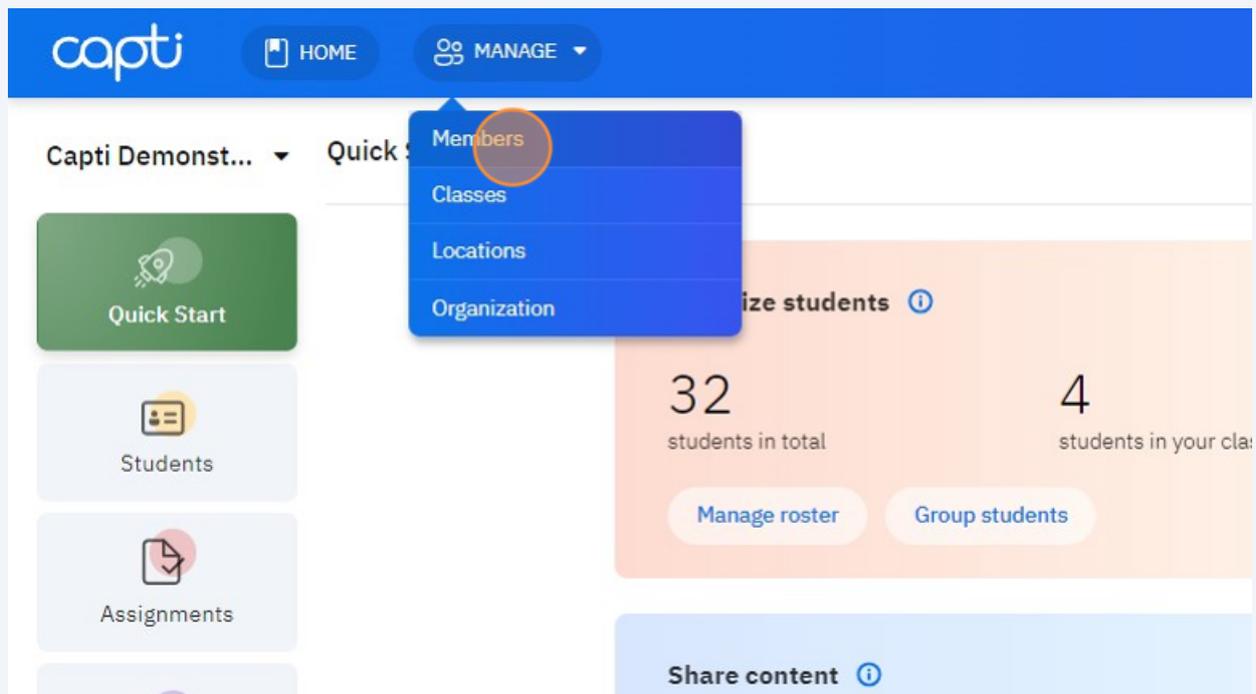


Alert! The steps shown in this guide are only available for manually rostered accounts. Accounts rostered via Clever, Classlink, SFTP, and/or any other automatic methods are not able to complete the steps listed.

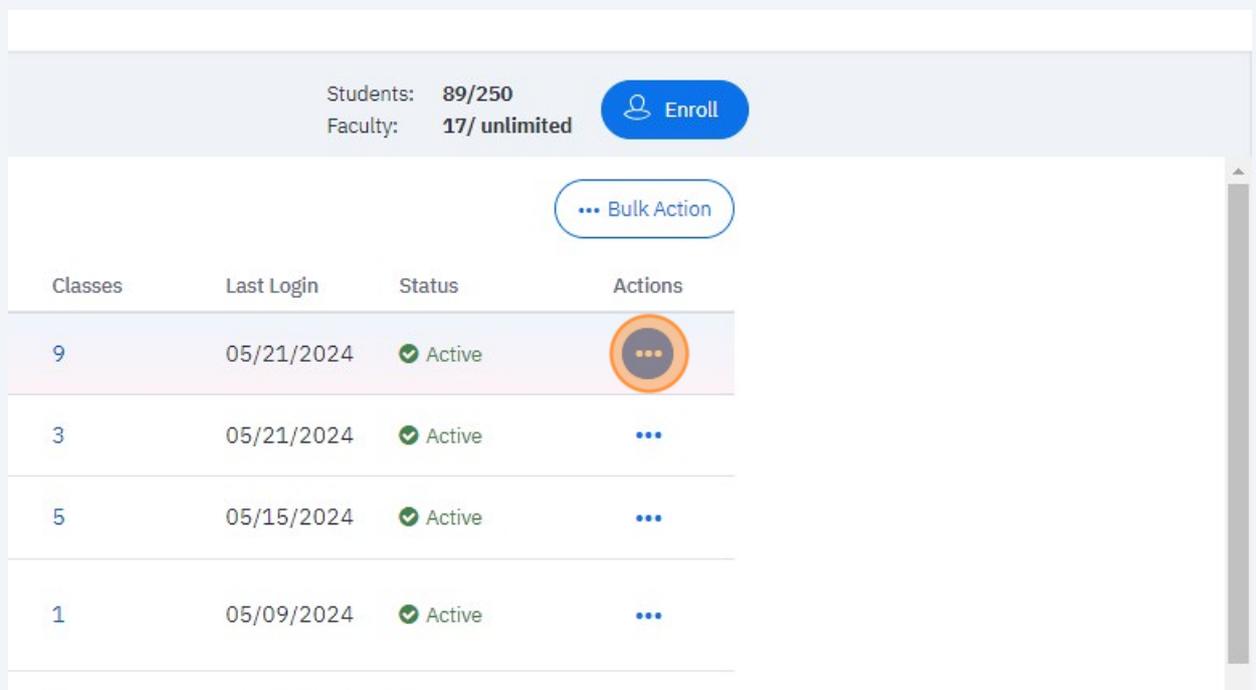
- 1 When you are logged into a Capti faculty account. Click "MANAGE"



2 Click "Members"



3 Find the student you wish to change the password for and click "..." at the right side of the screen. This will bring up the more options dropdown.



4 Click "Change Password..."

Classes	Last Login	Status	Actions
9	05/21/2024	✓ Active	⋮ Member Details... Classes Enrollment... Location Enrollment... Reset Password... Change Password... Send email... Remove from Location... Remove from organization...
3	05/21/2024	✓ Active	⋮
5	05/15/2024	✓ Active	⋮
1	05/09/2024	✓ Active	⋮
2	03/26/2024	✓ Active	⋮
5	04/05/2024	✓ Active	⋮
4	03/04/2024	✓ Active	⋮

5 Enter the desired password and click 'Change'

Change Password

Please choose a new password for Allen, Amanda :

Password

Confirm P...

Change



Tip! Setting a simple password like 123 helps students and teachers remember logins! Capti passwords do not need to be strict for students.