Updated: 10/15/2015

## STUDENT AUP AND PASSWORD RESET GUIDE

At the start of the school year or anytime a new student account is created, the default is that the account will be DISABLED. In order to enable the account, a student must first digitally sign the Acceptable Use Policy (AUP) and then pick a new password (page 4).

Whether a student needs to sign the AUP or has simply forgotten their password, there is one website to handle both tasks.

## https://studentid.ocps.net

## **SIGN AUP:**

 Have a student login to a district computer that is running Window and is connected to our network. If your student is using a lab environment (kiosk mode), have the student login with the credentials shown below. These credentials provide a secure environment, similar to state testing, where only a web browser is accessible and it automatically opens to the Student ID website.

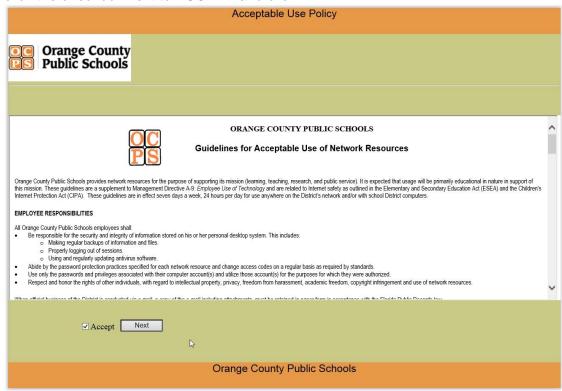
> Username: studentid Password: studentid

2. Once logged in, open a web browser and navigate to <a href="https://studentid.ocps.net">https://studentid.ocps.net</a>

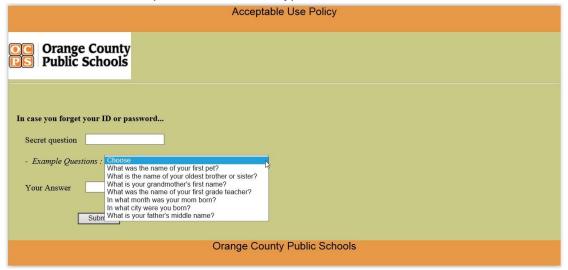


3. The student will need to enter their personal info (First & Last Name, Student ID, Date of Birth), and click Submit. For Date of Birth, remember to use a 2 digit month and date, and a 4 digit year. For Example, if your date of birth is January 2, 2003, enter in the date as 01 02 2003.

4. Next, the student will be presented with a PDF copy of the AUP. Once it has been read, click the checkbox next to ACCEPT and click NEXT.



5. The student will then be prompted to pick a secret question and answer. This is in case they forget their password, and it needs to be reset. Click on the dropdown menu to select one of the Example Questions, and type in the answer below. Then click SUBMIT.



6. The student will need to type their new password twice and click SUBMIT.

**NOTE:** A password must be at least 8 characters long, and must contain at least 1 lower case letter, 1 upper case letter, and 1 number. For example, "Password1" has 1 capital letter, lots of lower case letters, has 1 number, and is at least 8 characters long. Please avoid using any of the 5 most recent passwords, special characters and symbols.

Acceptable Use Policy				
Orange County Public Schools				
Please Choose a method to change the password				
• Type by User  Type New Password :  Re-type New Password :  Submit				
Password Hint: The password must be at least 8 characters in length and must contain at least one of each type of the following characters:				
Lowercase letters (abcdefghijkmnpqrstuvwxyz)				
Uppercase letters (ABCDEFGHJKLMNPQRSTUVWXYZ)				
• Numbers (0-9)				
Other Hints:				
Avoid using any of the 5 most recent passwords (may increment current password but it is not recommended)				
Orange County Public Schools				

7. The student will be prompted with a summary of all their changes. Their info will be displayed for 90 seconds before the student is automatically logged out. If you wish to logout before the 90 seconds are over, click LOGOUT link at the top right of the page.

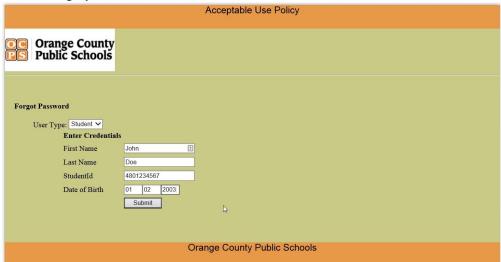
		Acceptable (	Jse Policy		
O Orar	nge Count ic Schools	y			
Your agreement This page will au Please remember Remaining Time:	ntomatically clos r your credentia	e in 90 seconds .	oeen saved. Thank you	<u>Logout</u>	
NetworkLogonI	D NetworkLog	onPassword			
4801234567	Passw0rd				
Secret	Question	SecretAnswer			
What was the nar	ne of your first p	et? Bingo			
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## **PASSWORD RESET:**

If a student has already signed the AUP, proceed to click the link under the FORGOT LOGONID/PASSWORD section.

- 1. Click the HERE link to begin.
- 2. The student will need to enter their personal info (First & Last Name, Student ID, Date of Birth), and click Submit. For Date of Birth, remember to use a 2 digit month and date, and a 4 digit year.



Next, the student will be prompted for the answer to the security question. The security question and answer are chosen during the signing of the AUP. Enter the answer and click SUBMIT.



4. The student will need to type their new password twice and click SUBMIT.

**NOTE:** A password must be at least 8 characters long, and must contain at least 1 lower case letter, 1 upper case letter, and 1 number. For example, "Password1" has 1 capital letter, lots of lower case letters, has 1 number, and is at least 8 characters long. Please avoid using any of the 5 most recent passwords, special characters and symbols.

Acceptable Use Policy				
Orange County Public Schools				
Please Choose a method to change the password				
• Type by User				
Type New Password :				
Re-type New Password :				
Submit				
Password Hint: The password must be at least 8 characters in length and must contain at least one of each type of the following characters:				
Lowercase letters (abcdefghijkmnpqrstuvwxyz)				
Uppercase letters (ABCDEFGHJKLMNPQRSTUVWXYZ)				
• Numbers (0-9)				
Other Hints:				
Avoid using any of the 5 most recent passwords     (may increment current password but it is not recommended)				
Orange County Public Schools				

5. The last page will confirm the password changed. It will be displayed for 90 seconds after which the website will automatically logoff the student and return to the website's homepage. If you wish to logout before the 90 seconds are over, click the LOGOUT link at the top right of the page. Use Ctrl + Alt+ Del to logoff of the computer.

		Acceptable Use Policy		
Oe Orai	nge County lic Schools			
		Logout		
Your password has been changed successfully. This page will automatically close in 90 seconds . Below are your Login ID and new password.  Remaining Time: 67				
Network Logon	ID Network Passw	ord		
4801234567	Password1			
	Ora	nge County Public Schools		