

How to Reset Student Passwords

 Log in to MyAccess@APS <u>https://myaccess.apsva.us</u> 	MyAccess@APS
 Click on 'Applications' and select 'People' from the drop-down menu. 	 Applications Dashboard Applications People
 In the 'Search' box in the tool bar, type in the student's name or student ID number and press 'Enter'. 	Search within Student Passwords CC: Search within Student Passwords CC
 Click on the three dots to the left of their last name and select 'Change Password'. The password policy will be displayed based on the student's grade. 	☑ ⋮ Jones ☑ ☑ Details ☑ ✓ Edit Profile ☑ ☑ Change Password
 After the password has been reset, if the student requires a QR Code select the three dots again and select 'Generate QR Code'. Choose 'Secure' then 'View'. It will display the QR Code so that you can print. 	Image: Second system Image: Second system