

Resetting Password for Forsyth County School System Account Self Service

These directions are meant for allowing users to reset their own passwords if they have [forgotten their password](#) or just need to [reset it at any time](#). Prior to being able to use this service to reset a password, users must go into the site and answer the security questions.

Setting Security Questions and Answers: *Only has to be done first time you visit the site.*

1. Go to <https://me.forsythk12.org/>
2. Enter your Username and Password and click **Go**.



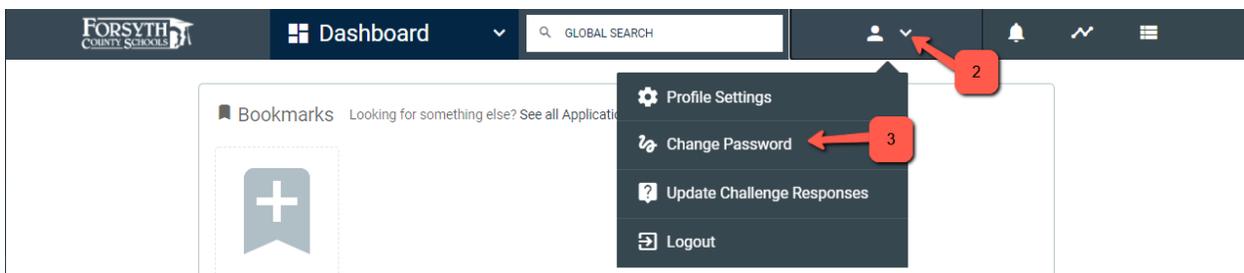
3. Answer three security questions and click Save.

Using Account Self Service to Change Password at any time (you know your password but need to reset it):

1. In Classlink, open the Teacher Tools folder, and then click on the *FCS Account Management icon*.



2. Once the site opens, click on the dropdown arrow next to the person icon on the top menu bar.
3. From the dropdown list, select **Change Password**.



4. On the Change Password window that opens, type your *Current Password*, *New Password*, and *Confirm New Password*. Then, click **Save**.

Change Password [X]

Default Password Policy

Default Password Policy

Be at least 8 characters in length

Contain characters from three of the following four categories:

- English uppercase characters (A through Z)
- English lowercase characters (a through z)
- Base 10 digits (0 through 9)
- Non-alphabetic characters (for example, !, \$, #, %)

Complexity requirements are enforced when passwords are changed or created.

CURRENT PASSWORD

Password [Eye icon]

NEW PASSWORD

Password [Eye icon]

CONFIRM NEW PASSWORD

Password [Eye icon]

Your new password MUST be:

- 8-255 characters long

Your new password MUST meet 3 of the following (0/3 met):

- Minimum 1 uppercase letter
- Minimum 1 lowercase letter
- Minimum 1 number
- Minimum 1 special character

Do NOT use:

Cancel [Save]

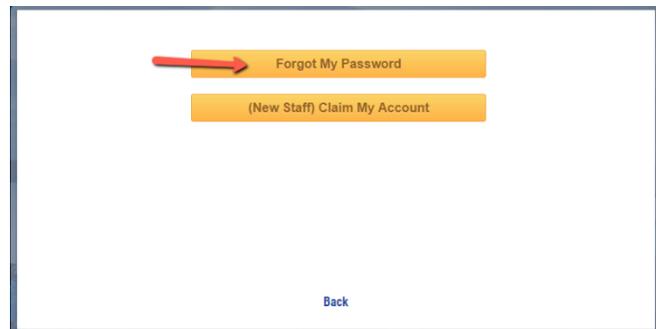
5. Password change is complete. You can click on the click on the dropdown arrow next to the person icon on the top menu bar and select **Logout**.
6. **Be sure to go to any personal devices (phones and/or tablets) and reset the your passwords on them.**

Using Account Self Service to Change Password when you have forgotten your password:

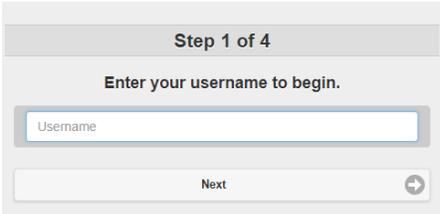
1. Go to <https://me.forsythk12.org/>
2. Once the site loads, click the **Other Account Actions (Forgot Username or Password)** link.



3. From the list of options, click **Forgot My Password**.



4. Step 1: Enter your username and click **Next**.



5. Step 2: The next screen will ask one of your security questions. Enter your answer and click **Next**.
6. Step 3: Enter a new password and verify new password, using the password complexity requirements shown. Click **Next**.

Step 3 of 4

Fill out the following fields to change your password. Failure to change your password on this screen may result in the disabling of your account.

Staff Password Policy

Be at least 8 characters in length

Contain characters from three of the following four categories:

- English uppercase characters (A through Z)
- English lowercase characters (a through z)
- Base 10 digits (0 through 9)
- Non-alphabetic characters (for example, !, \$, #, %)

Complexity requirements are enforced when passwords are changed or created.

7. Step 4: Password change is complete.

Step 4 of 4

Password change complete.

You may now close this window.

8. **Be sure to go to any personal devices (phones and/or tablets) and reset the your passwords on them.**