Chromebook Password Reset Instructions

Step 1. **Enroll in the password reset tool**
- Login to your Chromebook.
- Click “F” on the bottom taskbar (shelf) and launch the Password Reset Tool website.
- Select “Reset Password.”
- Select “Click Here to Register.”
- Enter your current FCS email address and password, i.e. studentid@fcstu.org.
- Add three security questions. **Important:** Do not select “Authentication Phone is set to ...” or “Authentication Email is not configured...”

Step 2. **Change your password**
- Click your name and select “Profile.”
- Click “Change Password.”

**Important:** Password requirements are
- At least 8 characters long and contain three of the following:
  - At least 1 uppercase letter (A, B, C)
  - At least 1 lowercase letter (a, b, c)
  - At least 1 number (1, 2, 3)
  - At least 1 special character (#, %, etc.)
    - Cannot be the same as a previously used password
    - Cannot contain the username
• Enter your old password and enter a new password twice.
• Click “Submit.”

<table>
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<tr>
<th>change password</th>
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<tbody>
<tr>
<td>User ID</td>
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<tr>
<td>Old password</td>
</tr>
<tr>
<td>Create new password</td>
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<tr>
<td>Confirm new password</td>
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</table>

Step 3. **Update the Wi-Fi on your Chromebook**

**Important:** You can only update your Wi-Fi when the Chromebook is on the FCS network.

• On the lower right corner of your screen, click on the time, then the gear in the upper right corner.

• Click the arrow to the right of setting icon as shown.

• Click “Configure.”
• Join FCS-WiFi network.
  
  a. For Identity, enter your student id (fcboestu\yourstudentID).
  b. For Password, enter your new password.

• Click Connect.

**Important:** If you forget your password or get locked out:
- Click on “F” on the bottom taskbar (shelf) and launch the Password Reset Tool website or go to [https://www.fultonschools.org/passwords](https://www.fultonschools.org/passwords) to reset your password.
- Select Unlock, Reset or Change your password.
- Follow the prompts.
- Click Connect.

If you go through this process and it appears to hang or displays an error; it could mean that your network connection to FCS is bad or off-line. Please contact the Remote Learning Hotline (470-254-2300) for assistance.