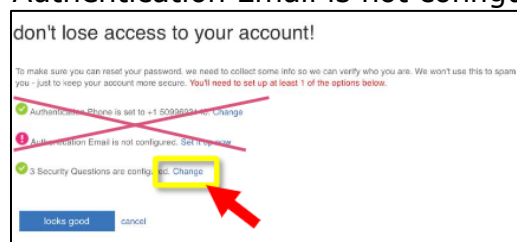


## Chromebook Password Reset Instructions

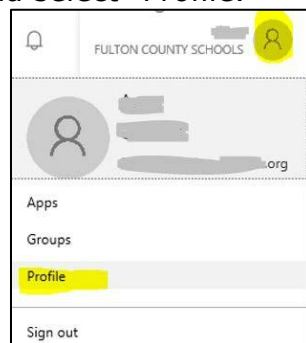
### Step 1. Enroll in the password reset tool

- 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](mailto: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."



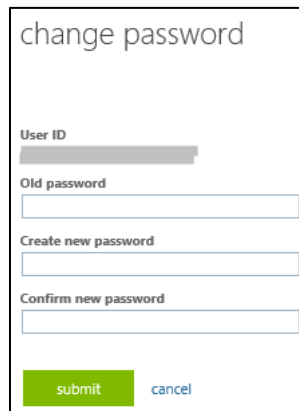
- Click "Change Password."



**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."



change password

User ID

Old password

Create new password

Confirm new password

submit cancel

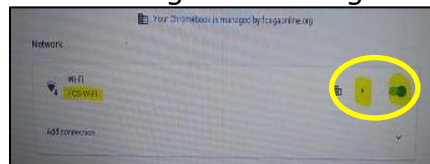
### Step 3. Update the Wi-Fi on your Chromebook

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

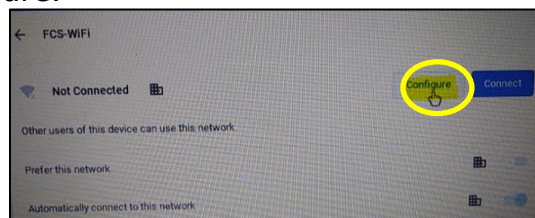
- On the lower right corner of your screen, click on the time, then the gear in the upper right corner.



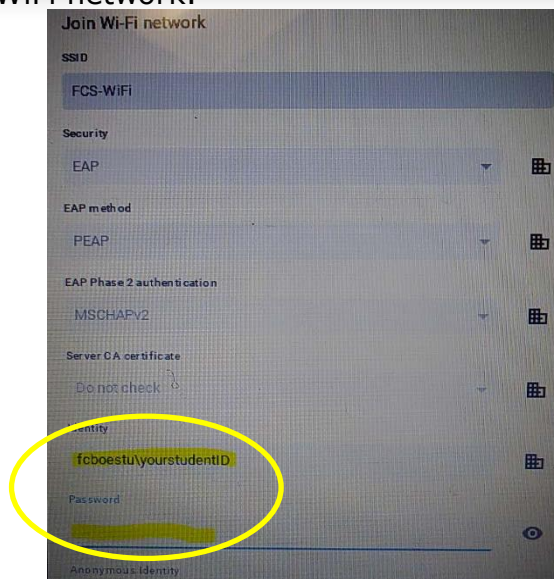
- Click the arrow to the right of setting icon as shown.



- 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> 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.