

## **How to Register (Password reset tool):**

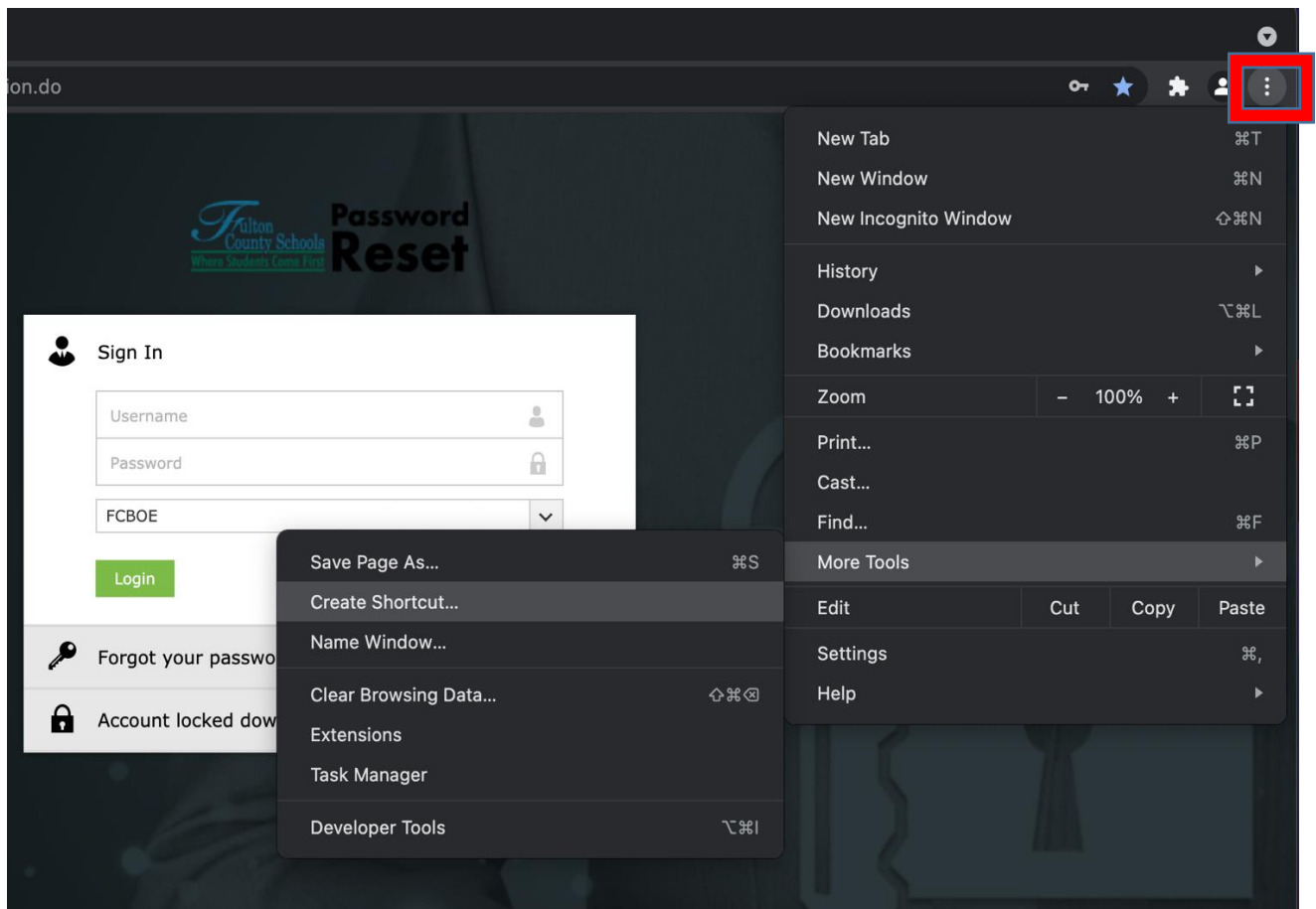
\*NOTE: You will need to know your Fulton username and password to enroll for the tool. If you need your credentials, please contact the Service Desk 470-254-4357.

1. <https://tinyurl.com/FCSPasswordReset>
2. Use your Fulton username and password (Same as infinite Campus) to gain access.
3. You should be then directed to answering security questions (These questions will be used to change your password if you ever forget it) to enroll in the password reset tool.
4. After all questions are answered, you can then change your password.

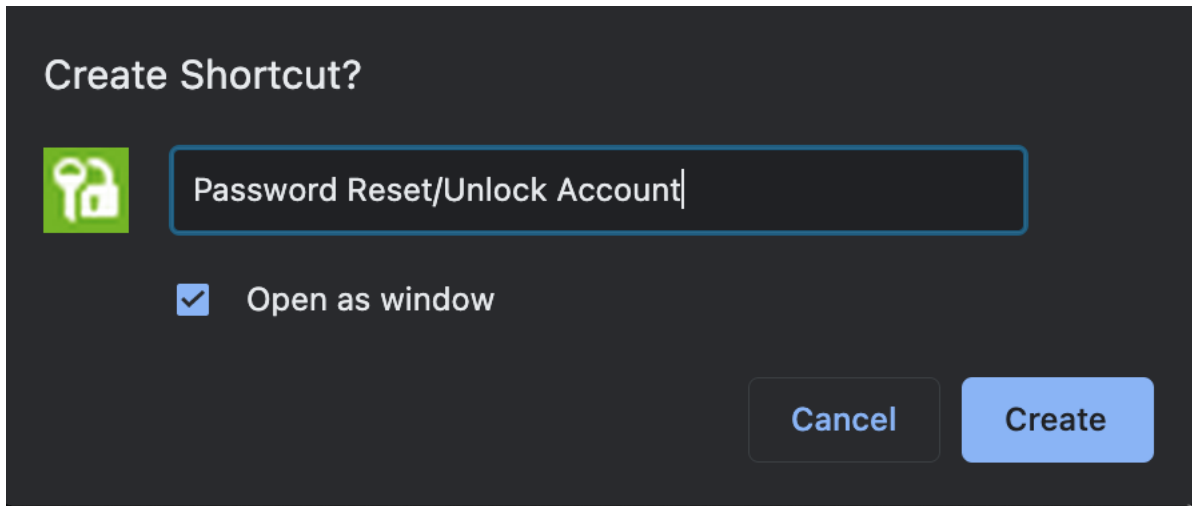
## **How to add the tool to your desktop:**

To create a desktop shortcut to a website using Google Chrome, go to a website and click the three-dot icon in the top-right corner of your browser window. Then go to *More tools > Create shortcut*. Finally, name your shortcut and click *Create*.

1. **Open the Chrome web browser.** You can do this on a Mac or Windows 10 computer.
2. **Then go to the website you want to create a desktop shortcut for.** This can be any website you want. However, if you choose a website that requires you to sign in, the shortcut will only take you to the login page once you have been signed out.
3. **Next, click the three-dot icon in the top-right corner of the window.**
4. **Then hover your mouse over *More tools* and click *Create shortcut*.**



5. Next, enter a name for your shortcut and click *Create*. You can also check the *Open as window box* to have the website open in its own browser window. If you don't check this box, your websites will open in a new tab of your existing browser window. This might cause problems if your browser is set to open with lots of tabs.



6. **Finally, you will see your shortcut on the desktop.** With this method, you will create a desktop shortcut that has the icon of the website. Double-clicking this shortcut icon will open the website in the Chrome browser.

