Personal Device Password Reset Instructions

Step 1.  **Enroll in the password reset tool.**
- From the FCS Home page, click “Reset Password” or click the link https://www.fultonschools.org/passwords.

- With the Password Reset Tool open, click “Click Here to Register.”

- Enter your current FCS email address and password, i.e. studentid@fcstu.org.

- Add security questions by clicking “Change” next to Security Questions are configure. **Important**: Do not select “Authentication Phone is set to ...” or “Authentication Email is not configured...”
• Once you have completed your questions and answers, click “Save Answers.”

• After completing one or more verification process, click “Looks good” or “Finish.”

Step 2. **Change your password from the tool**

• From the FCS Home page, click “Reset Password” or click the link https://www.fultonschools.org/passwords.
• With the Password Reset Tool open, click “Click Here to Unlock, Reset or Change your Password.”

![Password Reset Tool Instructional Technology](image)

• Enter your current FCS email address and password, i.e. studentid@fcstu.org. Click “Next”.

![Enter Email and Password](image)

• Select “I forgot my password.”

![Password Reset Instructions](image)
• Select “Answer my security questions.” **Important:** These are the questions/answers you setup in Step 1. Click “Next.”

• Enter your new 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

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.

**Step 3. Update the wi-fi on your personal device**

**Important:** These steps are unique to each device. Immediately upon accessing the FCS-Wifi network, you must update your Wifi password (on all previously used devices, i.e. cellphone) with your updated password; otherwise your account may be locked.