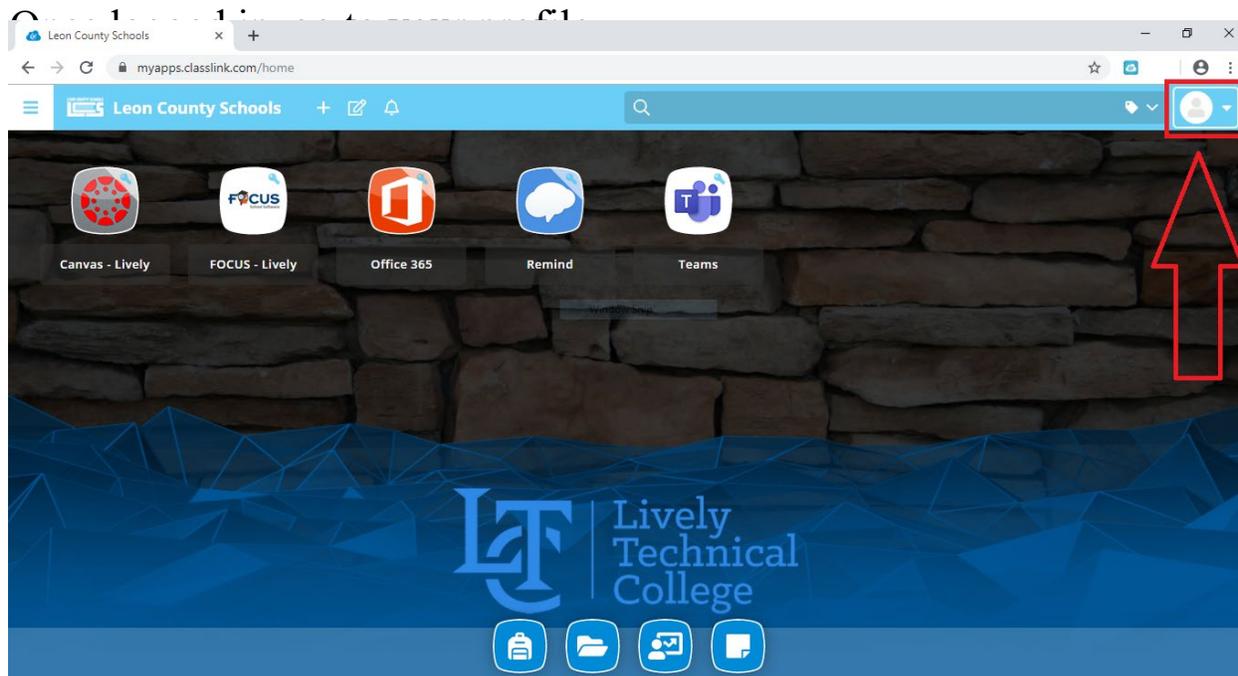


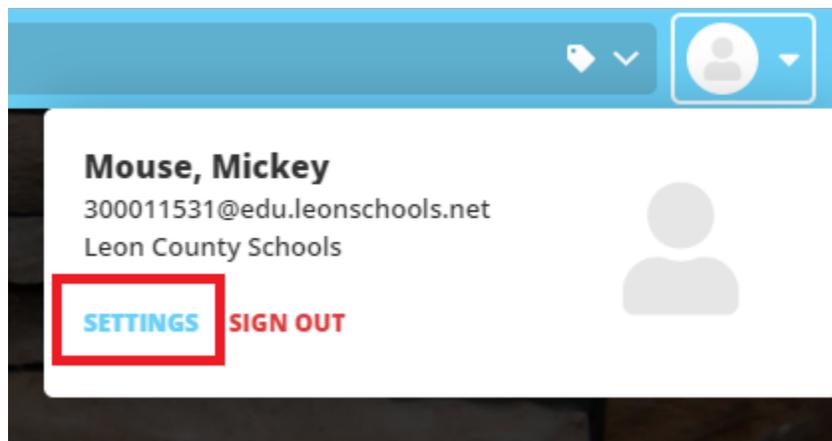
[How To Set Up Password Recovery Through Classlink](#)

You must go through these steps in order to be able to reset your password with Classlink.

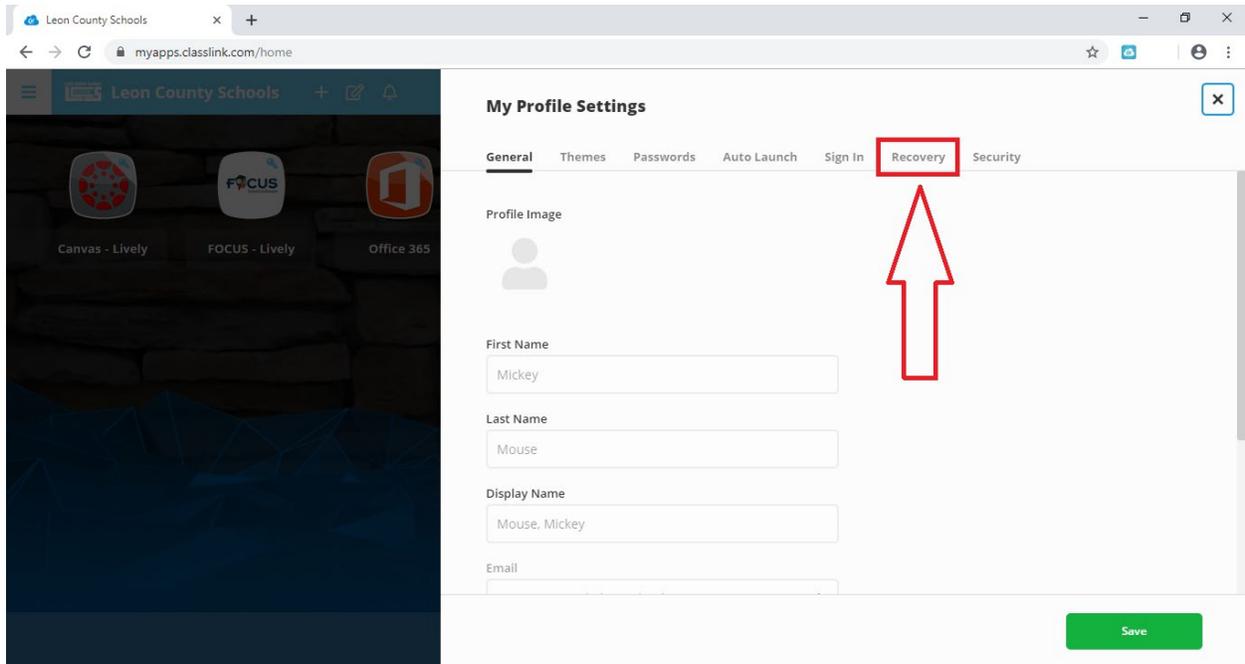
Step 1: Navigate to classlink. <https://launchpad.classlink.com/leonschools> Step 2:



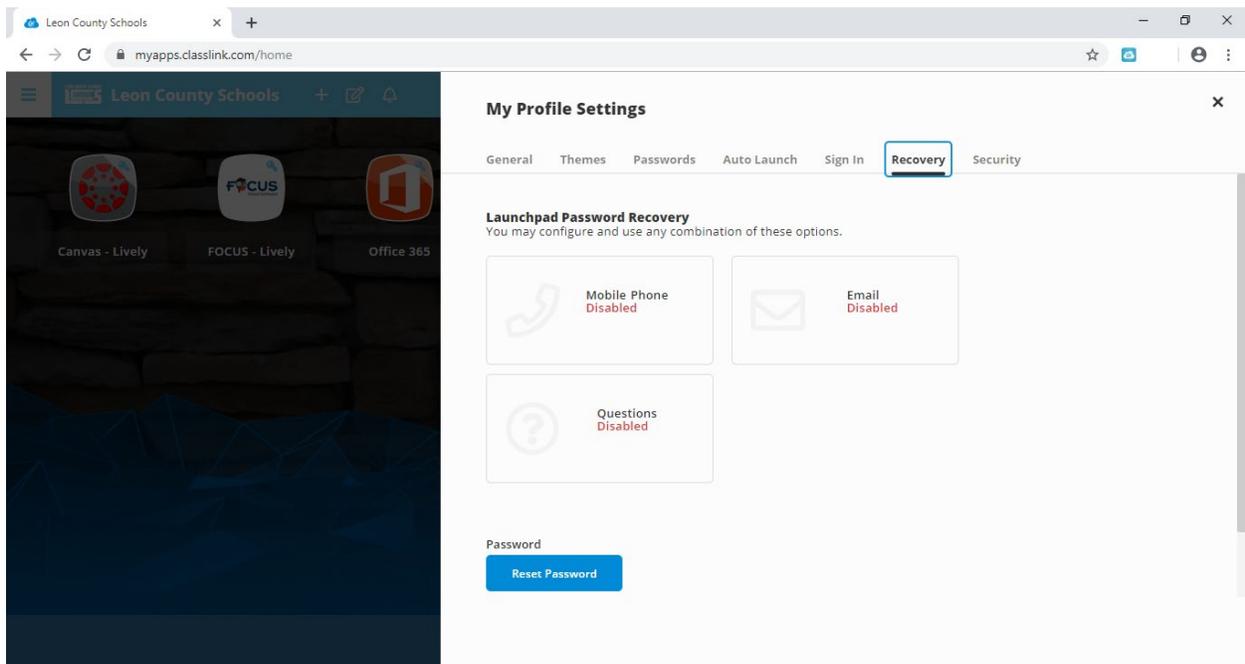
Step 3: Go to settings.



Step 4: Go to “Recovery”.



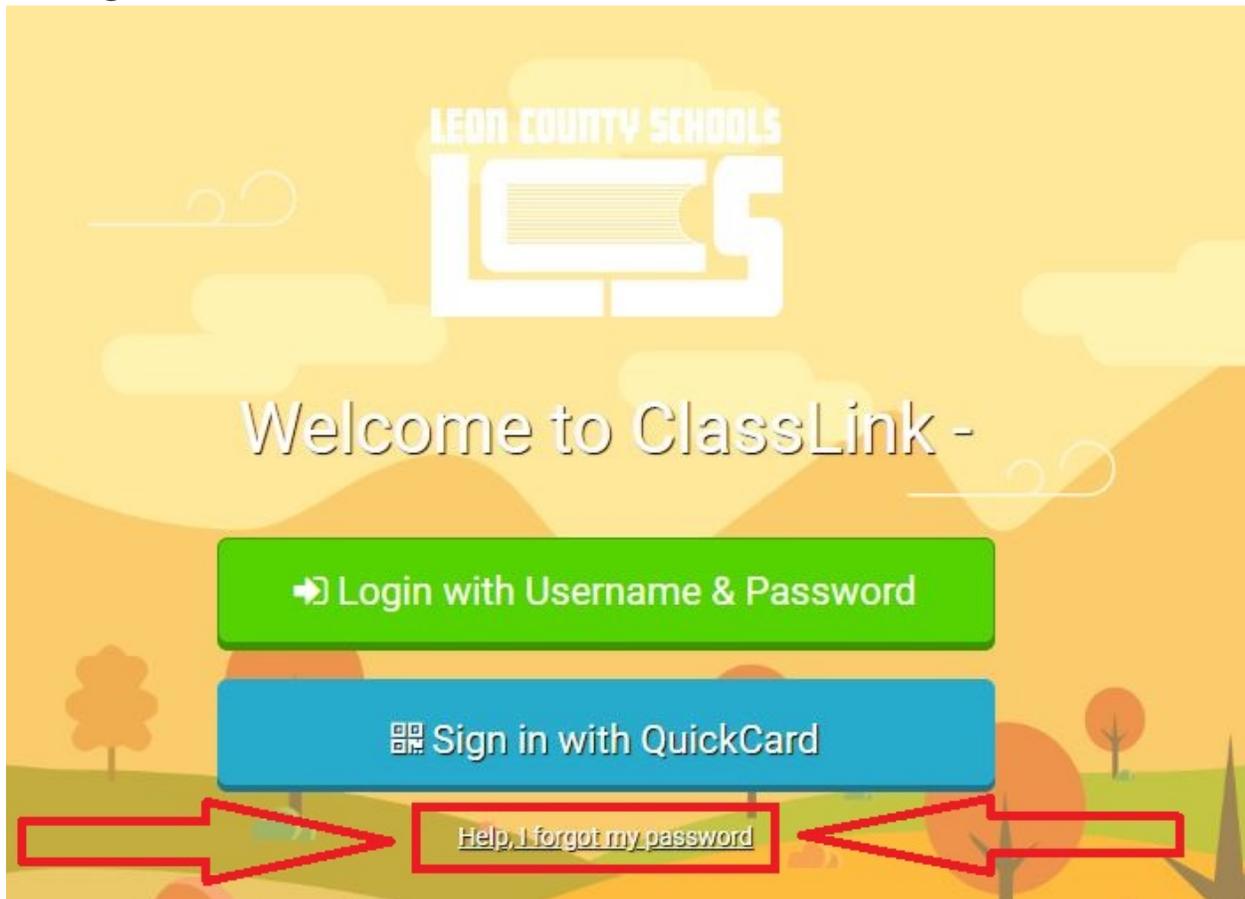
Step 5: Set up a password recovery option.



Note: You may also reset your password with the “Reset Password” Button at the bottom of the screen.

When the password recovery feature is set up on your profile, you will be able to reset your password using classlink, following these next steps:

Step 1: Click on the “Help, I forgot my password” hyperlink underneath the login buttons.



Step 2: Insert your student ID (The 9-digit number) into the username box. NOTE: leave the other box alone – It should say “Leon” for Leon County.

Reset Password

Please enter your username to reset your password.

(Enter Student ID) Just your student ID, not "studentID@edu.leonschools.net"

Leon

Go back to login page

Step 3: Go through your recovery options. For this example, we have a security question we have to answer.

Answer question & reset password

Please answer the following questions to reset your password.

1.This is question three

.....

Go back to reset password

Step 4: Follow the guidelines to reset your password.

Change Password

Please submit your new password

The basic rules for password changes Make sure to setup your ClassLink PASSWORD RECOVERY under My Profile so that you can reset your school password 24/7 using any of the following methods - text msg code, personal email, or security questions. (Make sure to NOT use your LCS email as you can not access that if your password has expired) Passwords must be 8 characters in length (Exception is a student in K-5 which is 5 characters) 3 of the 4 following must be used in the password uppercase lowercase number special character Last 7 passwords are remembered and cannot be used until they cycle off the list Minimum password age is 1 day (Passwords can only be changed once a day) Default password expiration is 60 days (Exception is a student in K-5) Passwords cannot contain your AD account name or your display name ClassLink Support webpage: <https://www.leonschools.net/classlink>

New Password

Confirm password

Step 5: Your password has been updated successfully!

Change Password

Please submit your new password

Your password has been updated successfully

[Go back to login page](#)