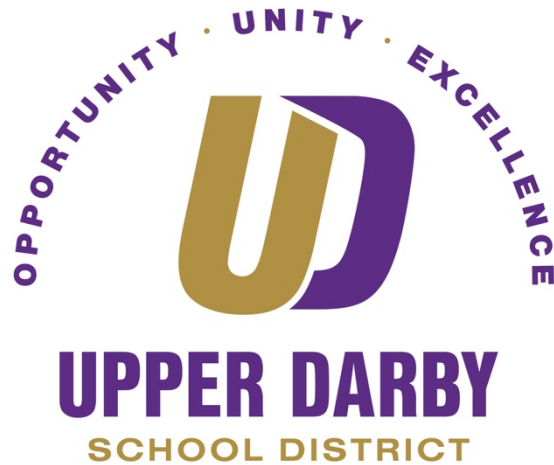



(Staff Only)  
How To:  
Change Your District Wide Password  
Using Classlink



## Option 1

1. Go to <https://launchpad.classlink.com/upperdarby>
2. Under the “Sign in with Google” button, click the “Help, I forgot my password”

“Forgot my Password” link is for STAFF ONLY.



Username


Password

Sign In


Sign in with Google

Help, I forgot my password

Or sign in using:



3. You will then be asked to enter the username that you use to login to your computer



### Reset Password

Please enter your username to reset your password.

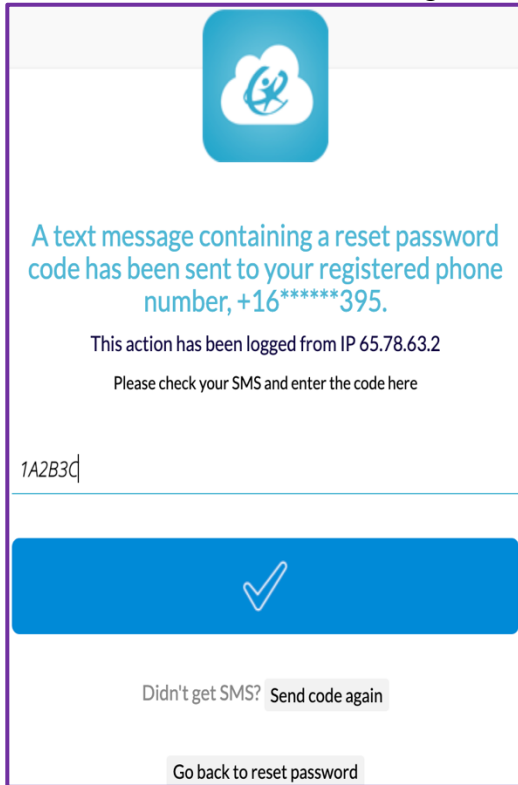
ASmith

upperdarby

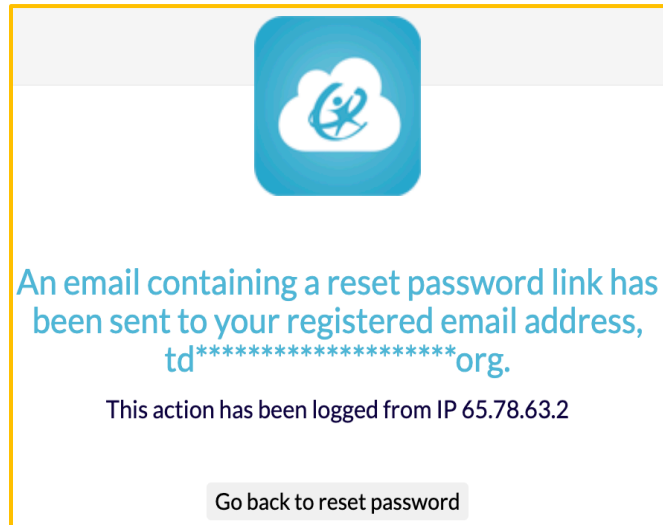
As part of ClassLink's commitment to security, we are logging this action from 65.78.63.2 and notifying the account owner of this reset request.

Go back to login page

4. If you initially configured your password recovery using just one recovery option, you will see one of the following

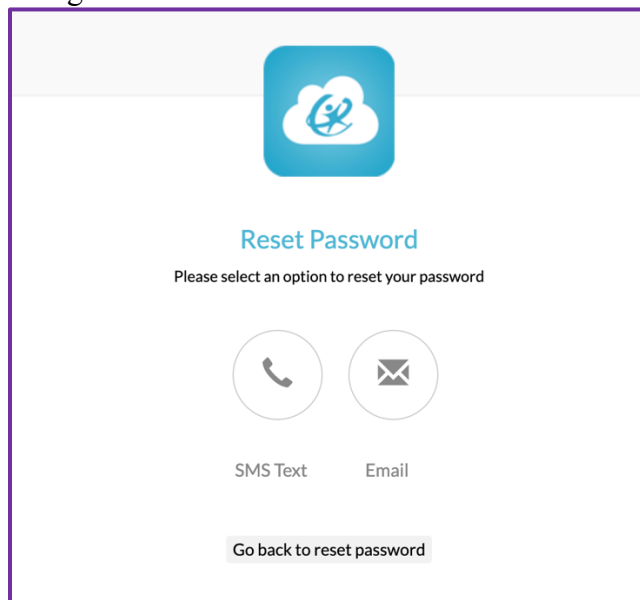


A screenshot of a password reset screen for SMS recovery. At the top is a blue cloud icon with a white '@' symbol. Below it, the text reads: "A text message containing a reset password code has been sent to your registered phone number, +16\*\*\*\*\*395." This is followed by "This action has been logged from IP 65.78.63.2" and "Please check your SMS and enter the code here". A text input field contains the code "1A2B3d". Below the input field is a large blue button with a white checkmark. At the bottom, there is a link "Didn't get SMS? Send code again" and a "Go back to reset password" button.



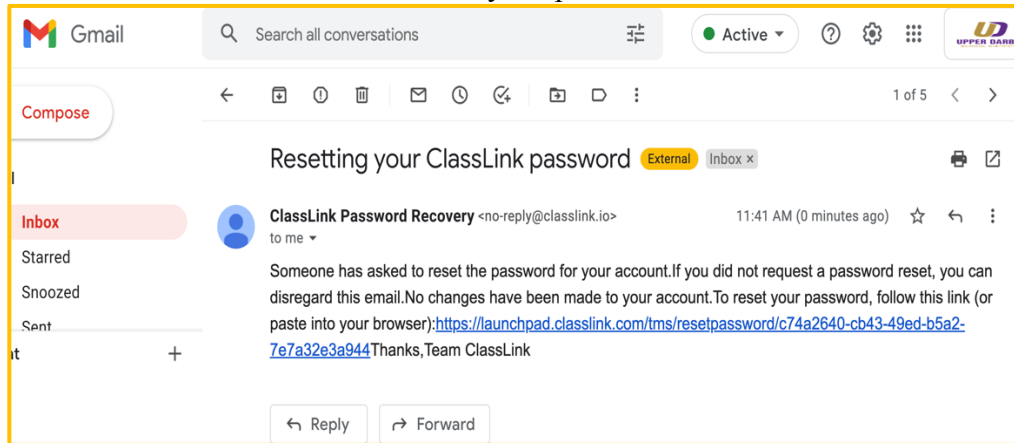
A screenshot of a password reset screen for email recovery. At the top is a blue cloud icon with a white '@' symbol. Below it, the text reads: "An email containing a reset password link has been sent to your registered email address, td\*\*\*\*\*org." This is followed by "This action has been logged from IP 65.78.63.2". At the bottom is a "Go back to reset password" button.

5. If you initially configured your password recovery using your email and cell phone, you will see the following:



A screenshot of a password reset screen when multiple recovery options are configured. At the top is a blue cloud icon with a white '@' symbol. Below it, the heading "Reset Password" is shown, followed by the instruction "Please select an option to reset your password". There are two circular buttons: one with a telephone handset icon labeled "SMS Text" and one with an envelope icon labeled "Email". At the bottom is a "Go back to reset password" button.

6. If you are recovering your password via your email, go to your email, find the email from Classlink and click on the link to reset your password

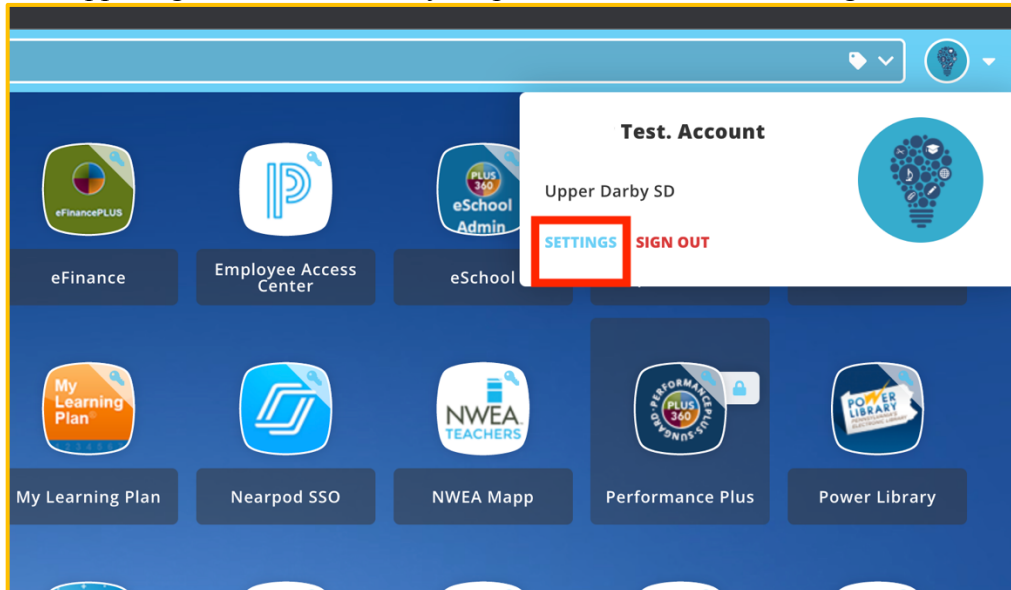


7. If you are recovering your password via your cell phone, go to your cell phone, enter the code that was texted to you and follow the prompts to reset your password

A screenshot of a mobile app interface for password reset. At the top is a blue cloud icon with a white 'C' and 'L' inside. Below it, the text reads: "A text message containing a reset password code has been sent to your registered phone number, +16\*\*\*\*\*395." Below this, it says: "This action has been logged from IP 65.78.63.2" and "Please check your SMS and enter the code here". There is a text input field containing "1A2B3C". Below the input field is a large blue button with a white checkmark. At the bottom, there are two buttons: "Didn't get SMS? Send code again" and "Go back to reset password".

## Option 2

1. Go to <https://launchpad.classlink.com/upperdarby>
2. Login to your Classlink account
3. In the upper right corner, click on your profile icon and click settings



4. Click on the “Recovery” tab, click “Change Password” and follow the prompts

