



CONFIDENTIAL

Login password information for _____ in room _____.

PARENTS: KEEP THIS DOCUMENT IN A SAFE LOCATION.

Password security is essential to Remote Learning. Student usernames and passwords are the keys to the classroom. Passwords must not be shared or used by anyone other than the student. Please help teach your child to keep passwords private, safe, and secure. Under normal circumstances, passwords should not be written down anywhere; we provide this document as an exception for this unique situation.

If at any time you think your child’s password has been compromised, you can use the self-service password reset process at cps.edu/portal. You can also fill out the Burley Help Desk form at tinyurl.com/burleyhelp; we can prompt a password reset remotely and reset challenge questions for grades 4-8. After a password reset, you will need to log in to all the apps again using the new password.

We are using simplified passwords for K-4. If you prefer a more complex password, you may reset it at cps.edu/portal and then log in again to the apps and tools listed on your iPad Checklist.

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Name:	Room:
CPS email <i>for pages that say Google, not CPS, as shown below</i>	
CPS username <i>for the CPS login page, as shown below</i>	
Password - <i>case sensitive; CPS passwords must include a capital letter and number</i>	

