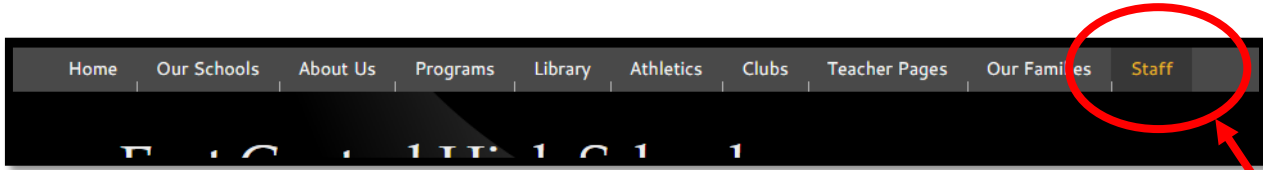
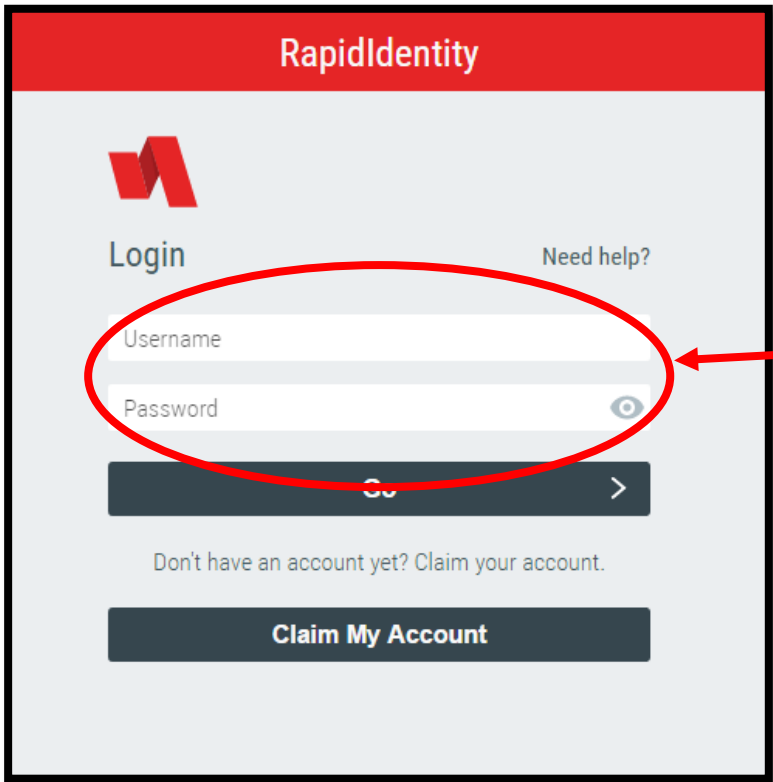
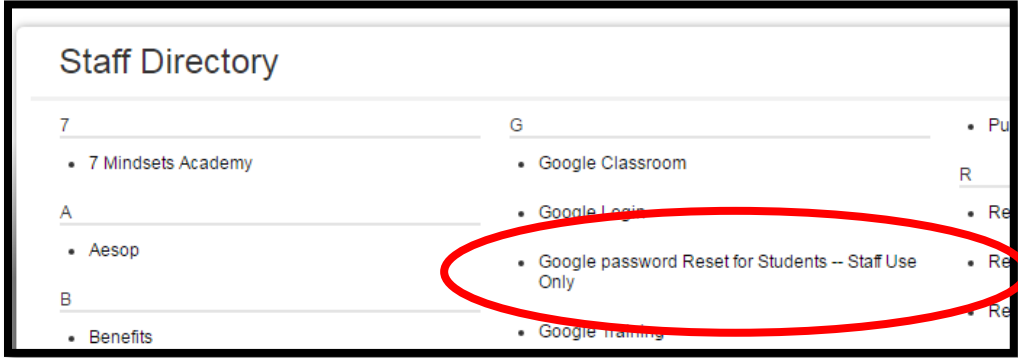


# Resetting Student Google Passwords OR Looking Up Student Gmail Information

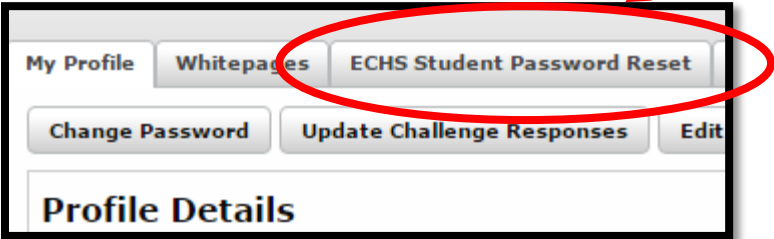


**Go to the Staff Tab.**  
**Then, click on the Reset Link.**



**Enter in your Staff Active Directory (AD) Credentials. (What you use to log into your computers.)**

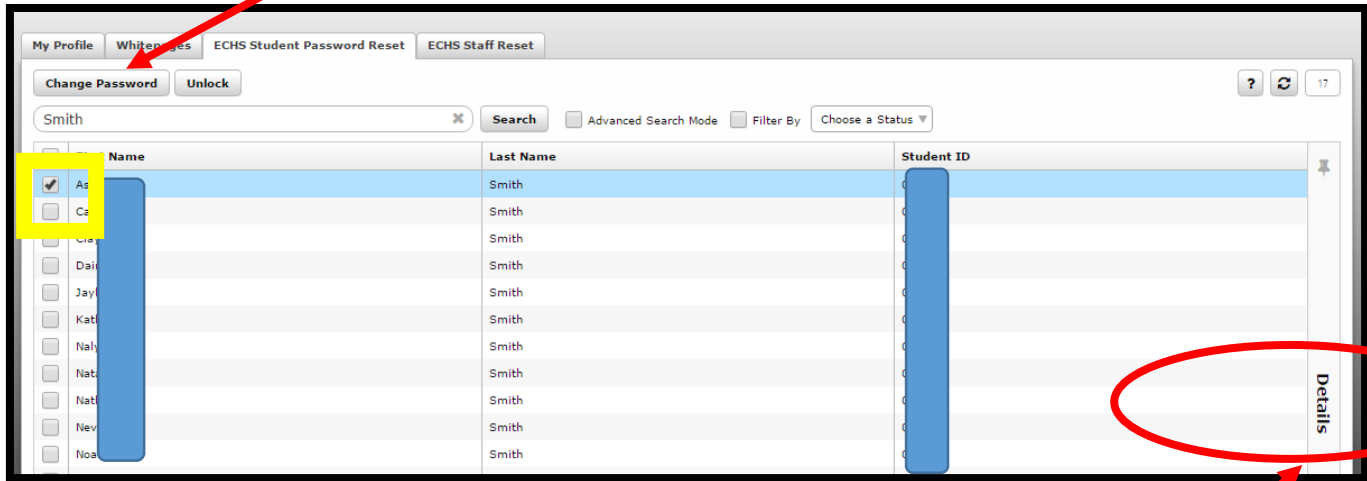
**Click on "ECHS Student Password Reset"**



**Enter in Student Name or ID Number and Click “Search”.**

**Put a “✓” next to correct student.**

**To Reset password, Click “Change Password”**



**To view the student AD information, Click on “Details”**

**Remember, student Gmail address is @ecisdst.net**

**NEW student default password is 00 + six digit ID**

ANY staff member can look-up student information and reset passwords. Do not let students out of class to have their passwords reset.

If you have reset the password, waited 5 minutes, and the student still cannot log in, verify they are typing their username in correctly.

If that does not solve the problem, send them to the Library with a pass for further troubleshooting.

New student accounts can take up to 24 hours, after registration is sent to Region 20, to show in the system. If you see their name here, then they are active.