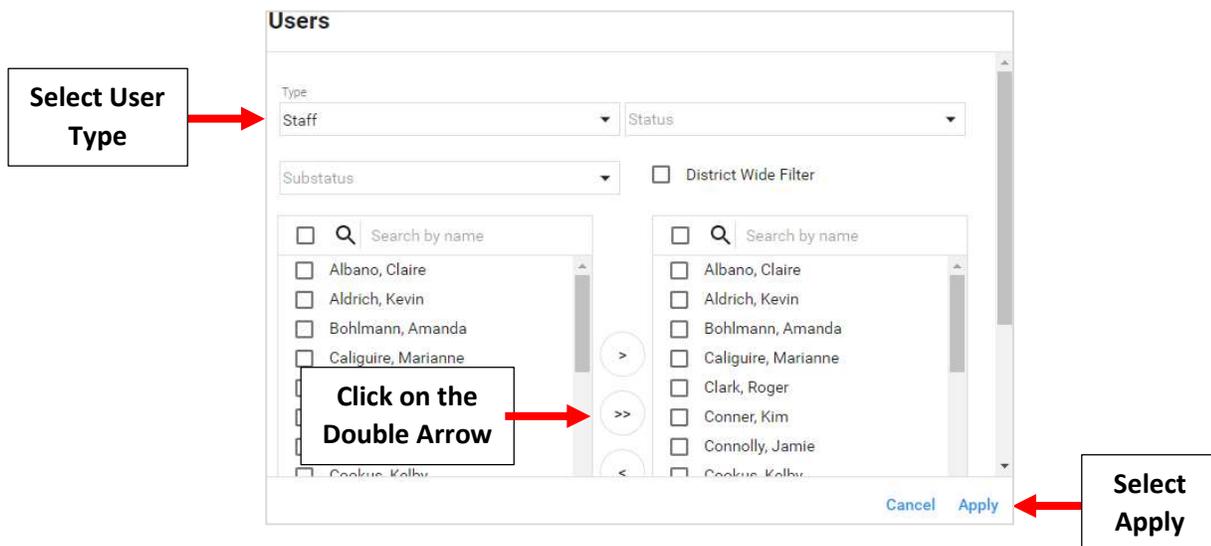


# Reset a Locked Password in FACTS SIS

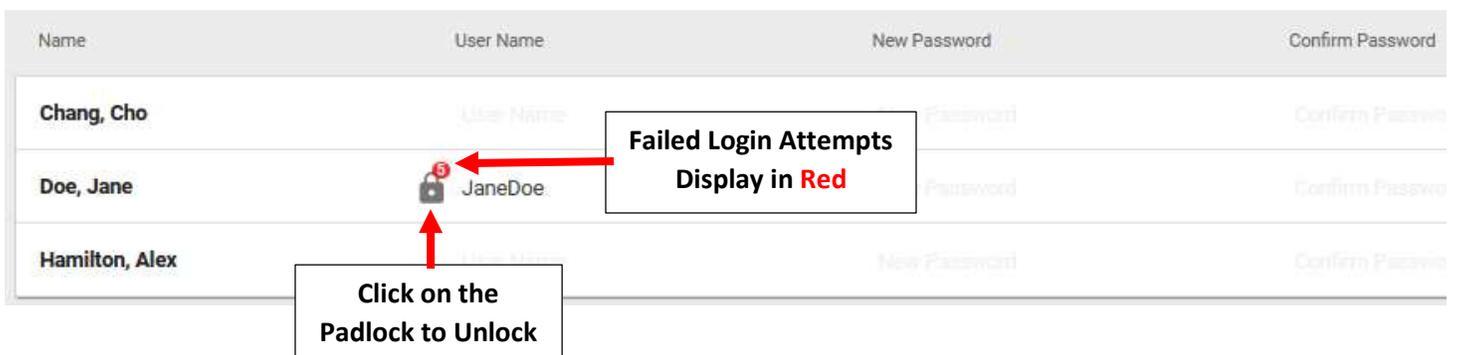
Once logged into FACTS please select **Security > Login Management**



Select **User Type** (i.e. Staff, Parent) and Click on **Double Arrow** to move all users to the Right and select **Apply**



**Locked Accounts** are **Padlocked** with the number of **Failed Login Attempts** displayed in **Red**. Click on the **Padlock** to **Unlock the Account**.



If needed, you can **Reset the Password**. To do so Enter **New Password** > **Confirm Password** than Click Off to Another Account to Save. **Green Checkmark** ✓ Confirms Password is **Saved**

Name	User Name	New Password	Confirm Password
Chang, Cho	User Name	New Password	Confirm Password
Doe, Jane	JaneDoe	.....	..... ✓
Hamilton, Alex	User Name	New Password	Confirm Password

Green Checkmark Confirms Password is **Saved**

**\*\*Please Note the Following\*\***

- \*Length of Password is Determined by Your School's Security Settings
- \*Usernames and Passwords **CANNOT** be Reused in FACTS
- \*Passwords are **Not Visible** for Any User in FACTS
- \*Passwords will Display in **Red** for the following Reasons:
  - >Passwords Do Not Match
  - >Password Used Previously in FACTS

Name	User Name	New Password	Confirm Password
Chang, Cho	User Name	New Password	Confirm Password
Doe, Jane	JaneDoe	.....	.....
Hamilton, Alex	User Name	New Password	Confirm Password

Red Means Passwords Do Not Match or Password Used Previously