

Changing Your Password or Resetting a Forgotten Password

For Students

Table of Contents	
Forgot Your Password	1
Changing Your Password Before It Expires	<u>12</u>
Changing Your Password After It Expires	16

Forgot Your Password

If you forget your CPS password, you will have to use your challenge questions to create a new password. If you do not remember the answers to your challenge questions, please ask your parent or guardian to email or call your teacher to reset your challenge questions before following the instructions below to create a new CPS password. If you have not set up challenge questions, please ask your parent or guardian to email or your teacher to reset your password. Students in grades PK-3 may not have challenge questions set and must contact their teacher for help.

If you have never set up your CPS account, please click <u>here</u> for instructions on how negin using your account.

- 1. Click on this link: google.cps.edu, or type google.cps.edu in your web browser.
- 2. Click Forgot Password?



After you click Forgot Password? You will see the screen below.

1. Click Forgot My Password.



After you click Forgot My Password, you will see the screen below for Step 1.

- 1. Type your Username.
- 2. Click Next.

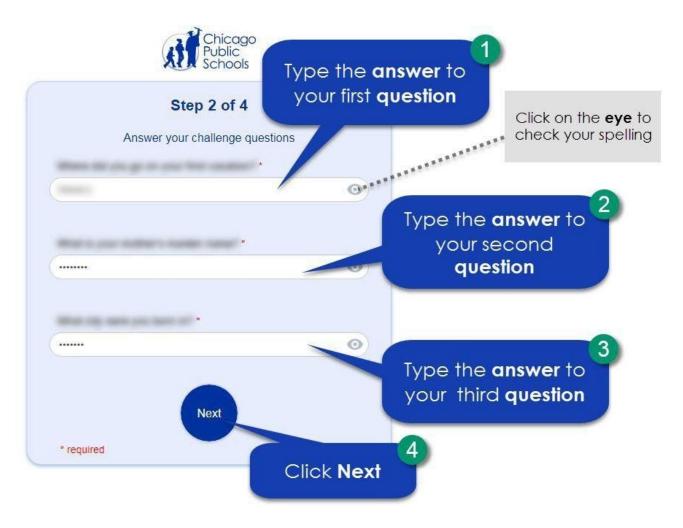


After Step 1, you will see the screen below for Step 2.

1. Type the answer to your first challenge question. Click on the eye to check your spelling.

NOTE: If you do not remember the answers to your challenge questions, please ask your parent or guardian to email or call your teacher to reset your challenge questions.

- 2. Type the answer to your second challenge question. Click on the eye to check your spelling.
- 3. Type the answer to your third challenge question. Click on the eye to check your spelling.
- 4. Click Next.



After Step 2, you will see the screen below for Step 3.

- 1. Type your new password.
- 2. Type your new password again.
- 3. Click Next.



After Step 3, you will see the screen below for Step 4. Your password change is complete.

1. Click on the X to close the window.

