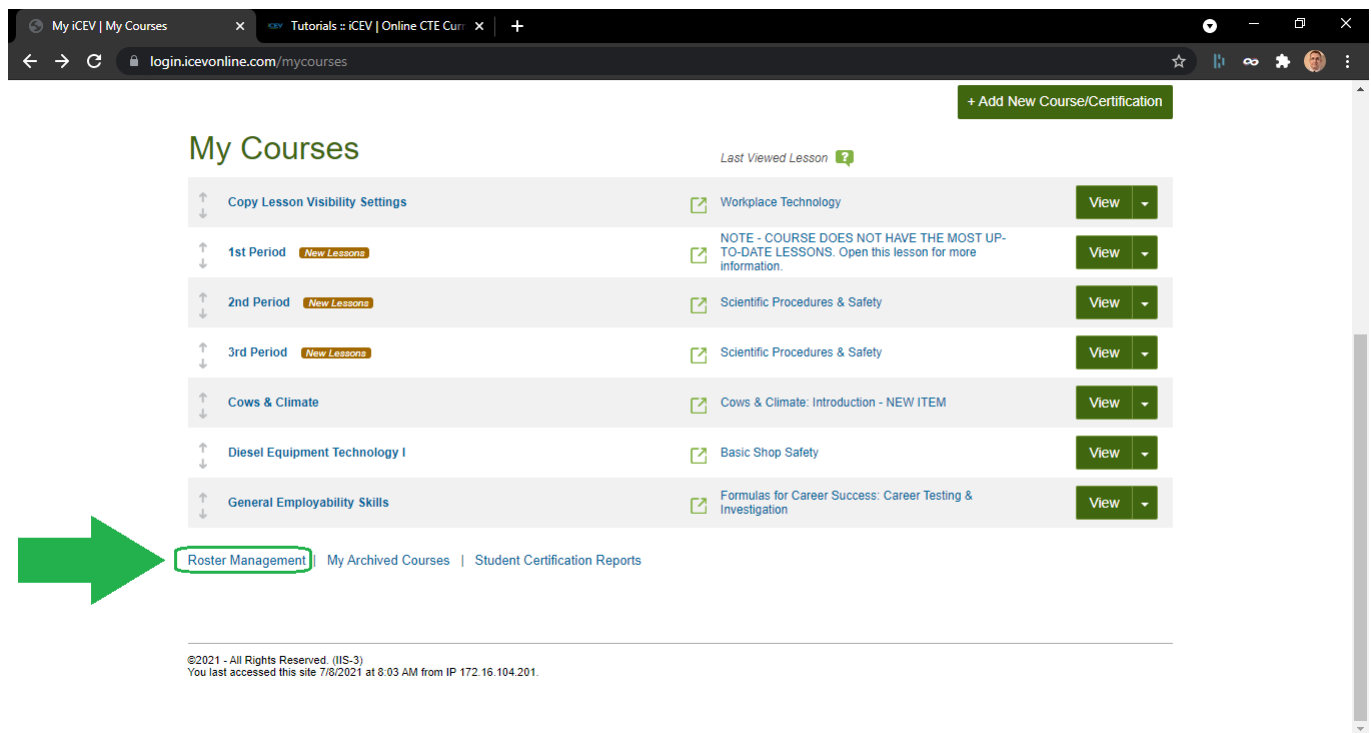


## Resetting student passwords

To reset a student password; the student must be registered in your course. If the student isn't registered in your course; please contact Customer Support.

### Course (to view all students)

1. Login to iCEVonline.com
2. Scroll to the bottom of the screen.
3. Click Roster Management



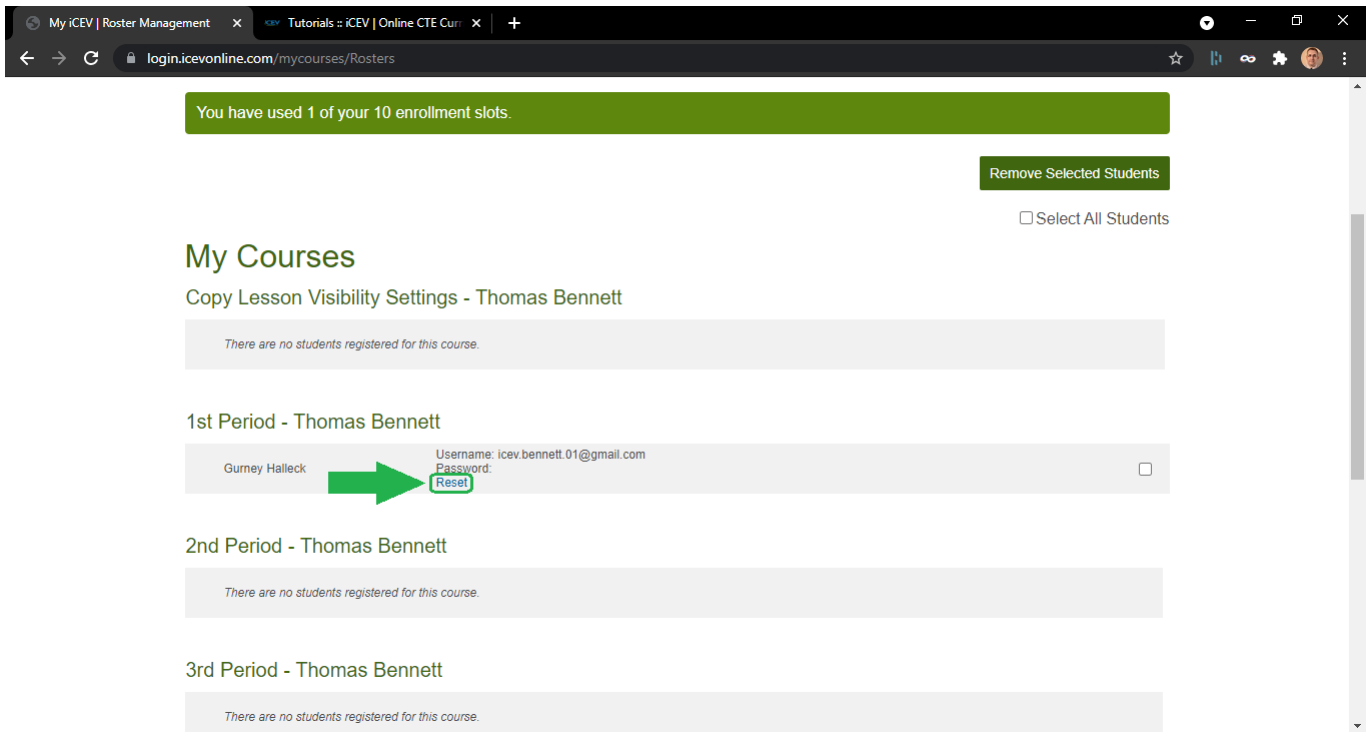
The screenshot shows the 'My Courses' page in a web browser. The browser address bar shows 'login.icevonline.com/mycourses'. The page has a green '+ Add New Course/Certification' button at the top right. Below it is the 'My Courses' section with a 'Last Viewed Lesson' indicator. The course list includes:

- Copy Lesson Visibility Settings
- 1st Period (New Lessons) - Workplace Technology
- 2nd Period (New Lessons) - NOTE - COURSE DOES NOT HAVE THE MOST UP-TO-DATE LESSONS. Open this lesson for more information.
- 3rd Period (New Lessons) - Scientific Procedures & Safety
- Cows & Climate - Scientific Procedures & Safety
- Diesel Equipment Technology I - Cows & Climate: Introduction - NEW ITEM
- General Employability Skills - Basic Shop Safety
- Formulas for Career Success: Career Testing & Investigation

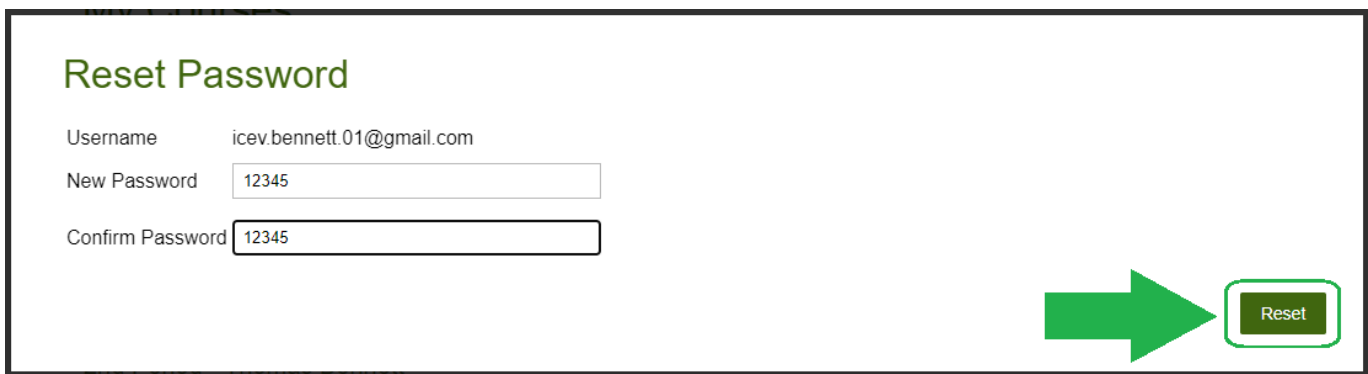
At the bottom, there are three navigation links: 'Roster Management', 'My Archived Courses', and 'Student Certification Reports'. A large green arrow points to the 'Roster Management' link.

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4. Next to the student that needs the password reset, Click Reset.



5. Type in the new password in the “New Password” field
6. Type in the new password a second time in the “Confirm Password” field
7. Click Reset



### Class (to view class / period specific students)

1. Login to iCEVonline.com
2. Click the course / class the student is in
3. Click Manage Roster

The screenshot shows the 'My iCEV' interface for a course titled '1st Period'. The user is logged in as Thomas Bennett. The page features a navigation bar with 'My iCEV' and '1st Period' (with an 'Edit title' link). Below this, there are buttons for 'iCEV Coach Live chat help' and 'Schedule Online Training'. The main content area is divided into 'Lessons' and 'Students' sections. The 'Lessons' section lists several topics with 'View' buttons. The 'Students' section includes 'Manage Roster', 'Course Grades Report', and 'Invite Students'. A green arrow points to the 'Manage Roster' button. Other options like 'Customize this Course', 'TEKS Alignment', and 'Special Population Strategies' are also visible.

4. Next to the student that needs the password reset, Click Reset.

The screenshot shows the 'Manage Roster' page for the '1st Period' course. It includes a notification: 'You have used 1 of your 10 enrollment slots.' Below this, the 'Manage Roster' section displays a table with student information. The first student listed is 'Gurney Halleck'. To the right of the name, the username 'icev.bennett.01@gmail.com' and password are shown. A green arrow points to the 'Reset' button next to the password field. 'Move' and 'Remove' buttons are also present. At the bottom, there is a copyright notice: '©2021 - All Rights Reserved. (IIS-3) You last accessed this site 7/8/2021 at 8:03 AM from IP 172.16.104.201.'

5. Type in the new password in the “New Password” field
6. Type in the new password a second time in the “Confirm Password” field
7. Click Reset

### Reset Password

Username      icev.bennett.01@gmail.com

New Password     

Confirm Password     

