

STUDENT AUP AND PASSWORD RESET GUIDE

At the start of the school year or anytime a new student account is created, the default is that the account will be DISABLED. In order to enable the account, a student must first digitally sign the Acceptable Use Policy (AUP) and then pick a new password (page 4).

Whether a student needs to sign the AUP or has simply forgotten their password, there is one website to handle both tasks.

<https://studentid.ocps.net>

SIGN AUP:

1. Have a student login to a district computer that is running Window and is connected to our network. If your student is using a lab environment (kiosk mode), have the student login with the credentials shown below. These credentials provide a secure environment, similar to state testing, where only a web browser is accessible and it automatically opens to the Student ID website.

Username: studentid
Password: studentid

2. Once logged in, open a web browser and navigate to <https://studentid.ocps.net>

Acceptable Use Policy

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Forgot Password

User Type: Student

Enter Credentials

First Name: John

Last Name: Doe

StudentId: 4801234567

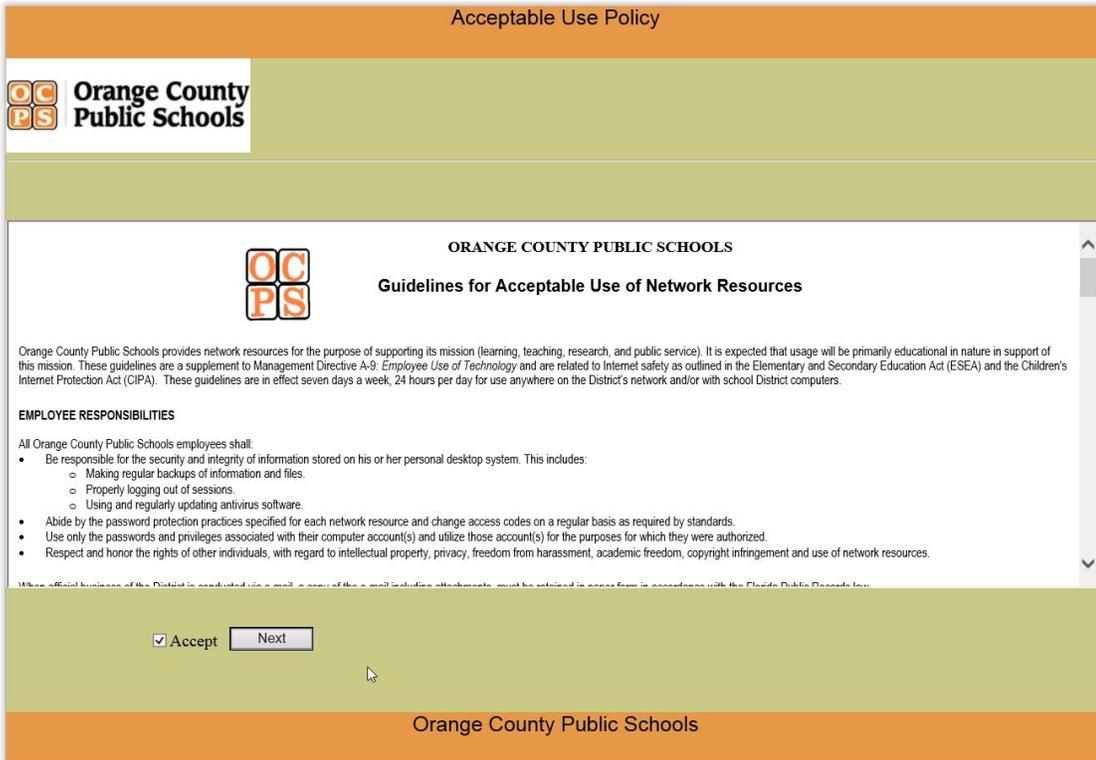
Date of Birth: 01 | 02 | 2003

Submit

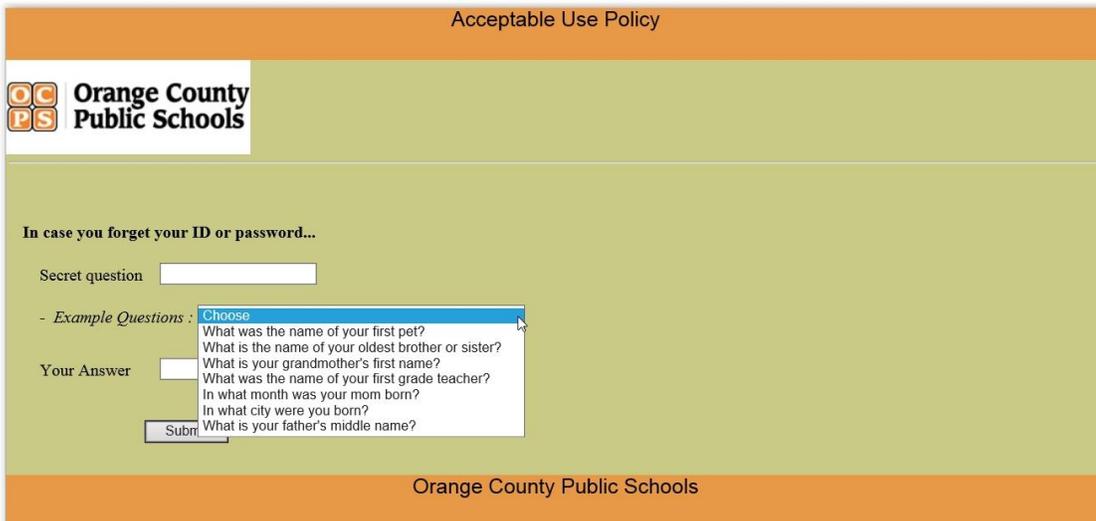
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3. The student will need to enter their personal info (First & Last Name, Student ID, Date of Birth), and click Submit. For Date of Birth, remember to use a 2 digit month and date, and a 4 digit year. For Example, if your date of birth is January 2, 2003, enter in the date as 01 02 2003.

- Next, the student will be presented with a PDF copy of the AUP. Once it has been read, click the checkbox next to ACCEPT and click NEXT.



- The student will then be prompted to pick a secret question and answer. This is in case they forget their password, and it needs to be reset. Click on the dropdown menu to select one of the Example Questions, and type in the answer below.



- Once the student clicks SUBMIT, they will be prompted with a summary of all their changes. Their info will be displayed for 90 seconds and the page will automatically log the student out. If you wish to logout before the 90 seconds are over, the LOGOUT link at the top right of the page can be used. **Remember to complete your password reset after signing the AUP.**

Acceptable Use Policy



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[Logout](#)

**Your agreement to the Acceptable Use Policy has been saved. Thank you.
This page will automatically close in 90 seconds .
Please remember your credentials.**

Remaining Time: 89

| NetworkLogonID | NetworkLogonPassword |
|----------------|----------------------|
| 4801234567 | Password1 |

| SecretQuestion | SecretAnswer |
|--------------------------------------|--------------|
| What was the name of your first pet? | Bingo |

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PASSWORD RESET:

If a student has already signed the AUP, proceed to click the link under the FORGOT LOGONID/PASSWORD section.

1. Click the HERE link to begin.
2. The student will need to enter their personal info (First & Last Name, Student ID, Date of Birth), and click Submit. For Date of Birth, remember to use a 2 digit month and date, and a 4 digit year.

Acceptable Use Policy

OC PS Orange County Public Schools

Forgot Password

User Type:

Enter Credentials

First Name:

Last Name:

StudentId:

Date of Birth:

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3. Next, the student will be prompted for the answer to the security question. The security question and answer are chosen during the signing of the AUP. Enter the answer and click SUBMIT.

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Please enter the following to proceed :

:

Secret Question : *What was the name of your first pet?*

Your Answer :

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4. On the following prompt, the student will be asked to choose a method for changing their password. Select TYPE BY USER.



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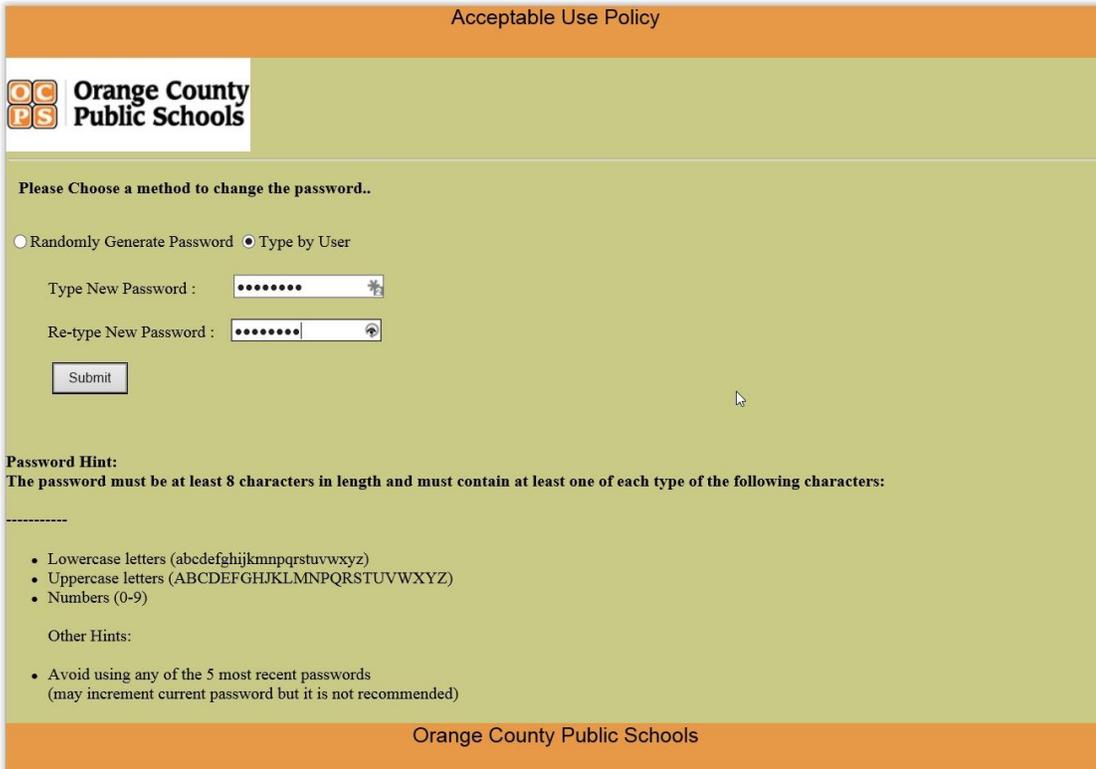
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Please Choose a method to change the password..

Randomly Generate Password Type by User

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5. The student will need to type their new password twice and click SUBMIT.
NOTE: A password must be at least 8 characters long, and must contain at least 1 lower case letter, 1 upper case letter, and 1 number. For example, "Password1" has 1 capital letter, lots of lower case letters, has 1 number, and is at least 8 characters long. Please avoid using any of the 5 most recent passwords.



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Please Choose a method to change the password..

Randomly Generate Password Type by User

Type New Password :

Re-type New Password :

Password Hint:
The password must be at least 8 characters in length and must contain at least one of each type of the following characters:

- Lowercase letters (abcdefghijklmnopqrstuvwxyz)
- Uppercase letters (ABCDEFGHIJKLMNOPQRSTUVWXYZ)
- Numbers (0-9)

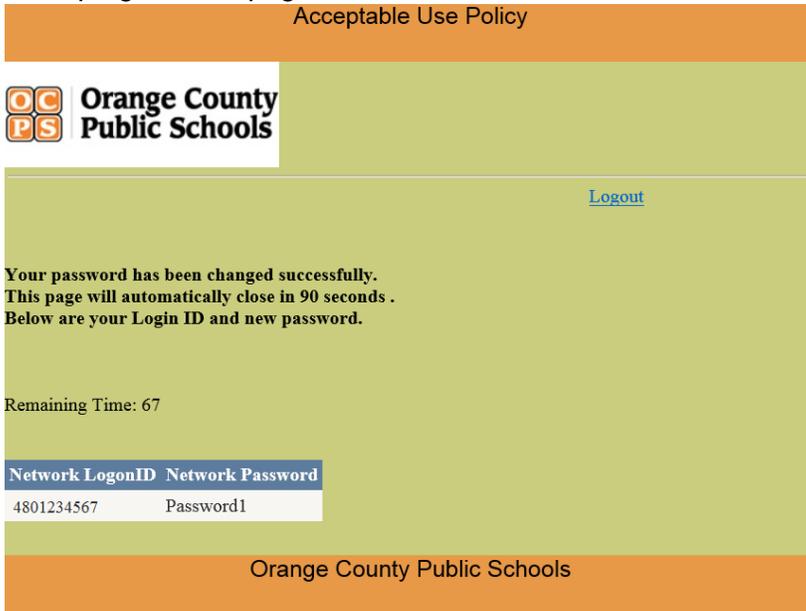
Other Hints:

- Avoid using any of the 5 most recent passwords
(may increment current password but it is not recommended)

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- The last page will confirm the password changed. It will be displayed for 90 seconds after which the website will automatically logoff the student and return to the website's homepage. If you wish to logout before the 90 seconds are over, the LOGOUT link at the top right of the page can be used. Use Ctrl + Alt+ Del to logoff of the computer.

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[Logout](#)

**Your password has been changed successfully.
This page will automatically close in 90 seconds .
Below are your Login ID and new password.**

Remaining Time: 67

| Network LogonID | Network Password |
|-----------------|------------------|
| 4801234567 | Password1 |

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