



CIE

## The Center for Instructional Excellence




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### How To Change a Student's Password in WebCT 4

This page will tell you how to reset a student's password in the current version of WebCT.

#### STEP 1:

First step is to login to WebCT then you want to enter the class the student is enrolled. Once you enter the class, click the "Control Panel" button in the top left.



#### STEP 2:

Once in the Control Panel, you will want to click on the "Manage Course" button.



**STEP 3:**

Now click the "Manage Students" link.

**Manage Course****Manage Students**


You can manage student information and grades.  
Import students  
View some students  
Search records  
Change settings  
Manage columns  
Show update log

**STEP 4:**

Now you will see a list of all your students. You will want to click on the last name of the student needing their password reset. In my case the student's last name is "13," notice it is blue.

Page: All  < > Records

| Last Name  | First Name |
|--|------------|
| Edit   | Edit       |
|  13 | WCC        |

**STEP 5:**

Once you click on the student's name, it will bring up a screen with only that student's information. You will click the "Change Password" button.

| Last Name                       | First Name                       |
|---------------------------------|----------------------------------|
| <input type="text" value="13"/> | <input type="text" value="WCC"/> |



**STEP 6:**

**Now you can type in a new password for the student. Now click Update.**

**\*\*\*REMEMBER\*\*\***

**If you change the student's password, it changes their password for ALL their WebCT courses**

Change Password for: **wcc13**

**Warning:** If you change a student password for this course,

\*Enter the new password:

\*Confirm the new password:

\*Required fields.



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