Resetting Your Password

1. Log in to Launchpad at
   https://launchpad.classlink.com/bayschools
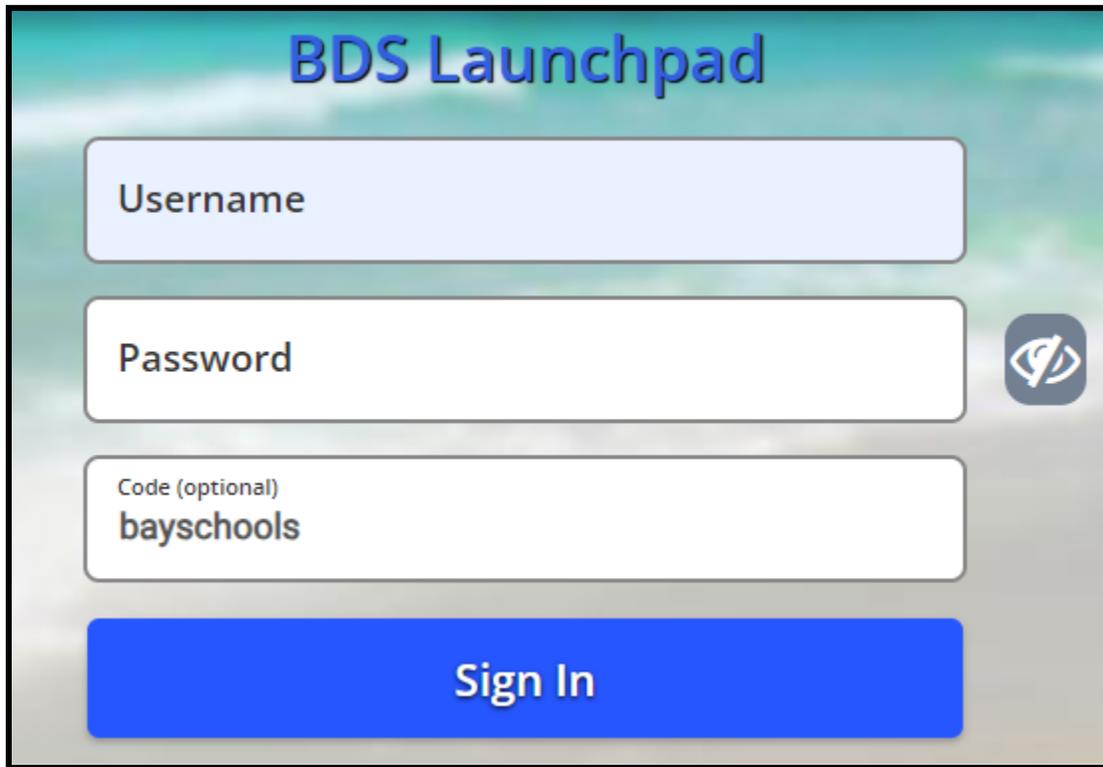
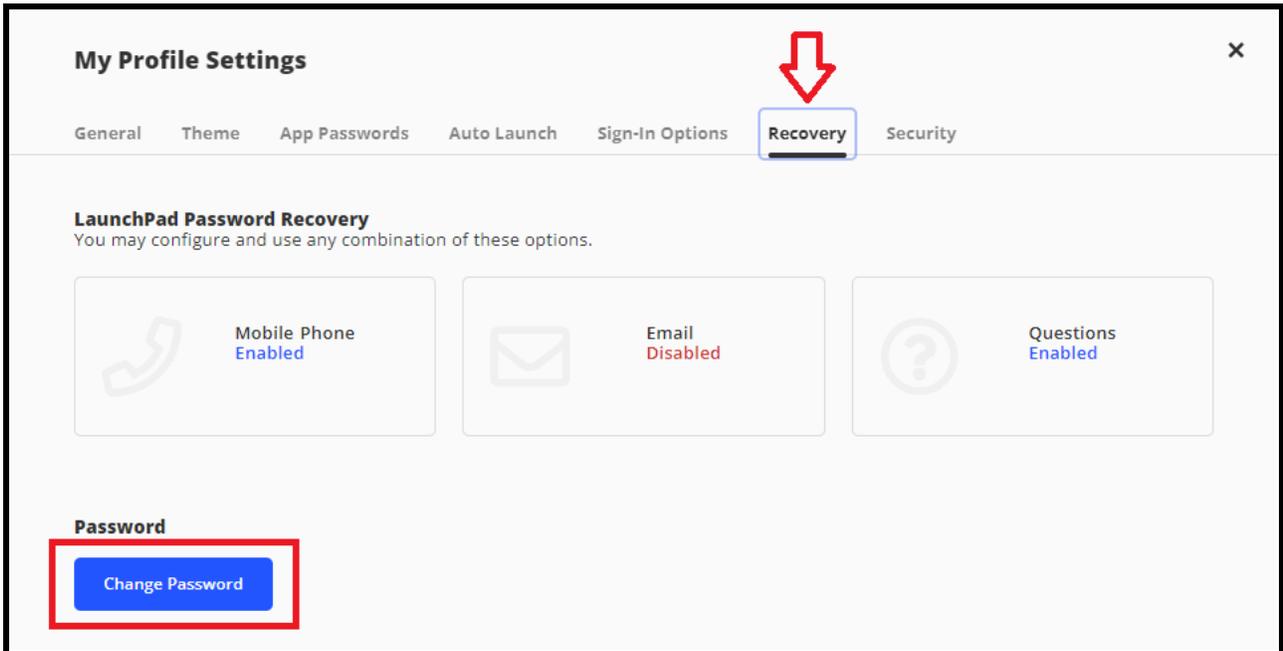2. In the top right corner, click your profile picture and select Settings.
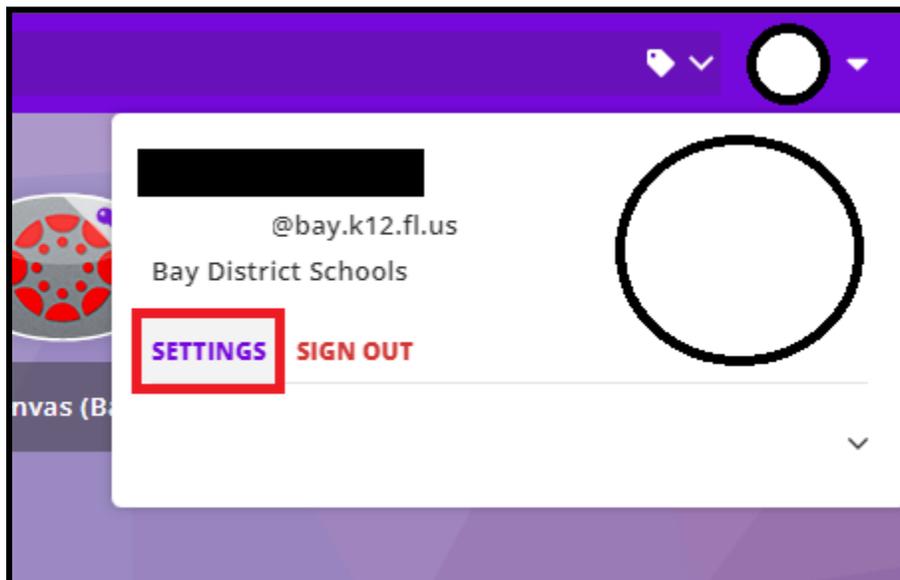
3. Select the Recovery tab, then click Change Password.

My Profile Settings

General   Theme   App Passwords   Auto Launch   Sign-In Options   **Recovery**   Security

LaunchPad Password Recovery
You may configure and use any combination of these options.

| Mobile Phone Enabled | Email Disabled | Questions Enabled |

Password

Change Password

4. Enter your current password. Create a new password, and confirm. Then click Save.

← **Recovery**

Old Password

New Password

Confirm Password

Go Back   Save

Your password must be at least 14 characters in length and meet at least 3 of the following criteria:

- At least 1 uppercase letter
- At least 1 lowercase letter
- At least 1 number
- At least 1 special character

After you change your password, it is important to allow 5 minutes before attempting to log on to your desktop computer or any connected systems. This brief delay ensures that the new password is fully synchronized across all network systems.