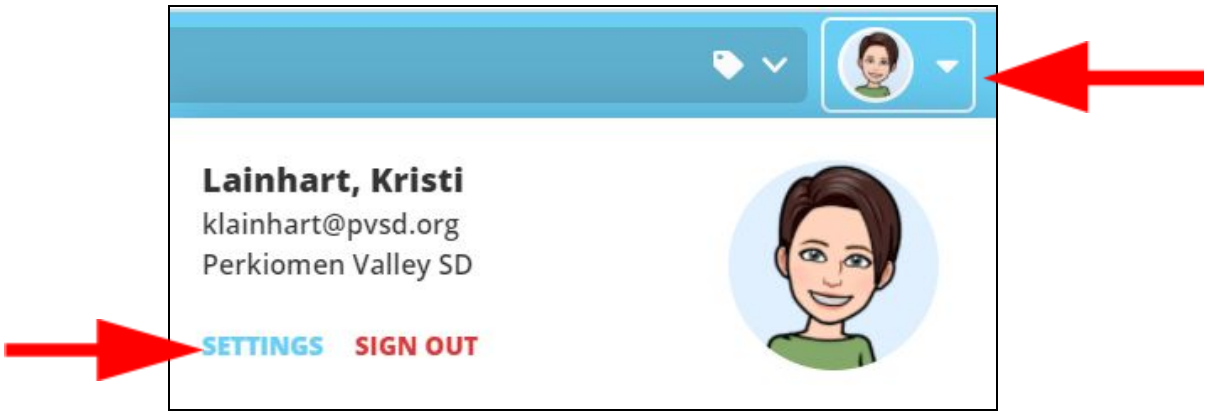
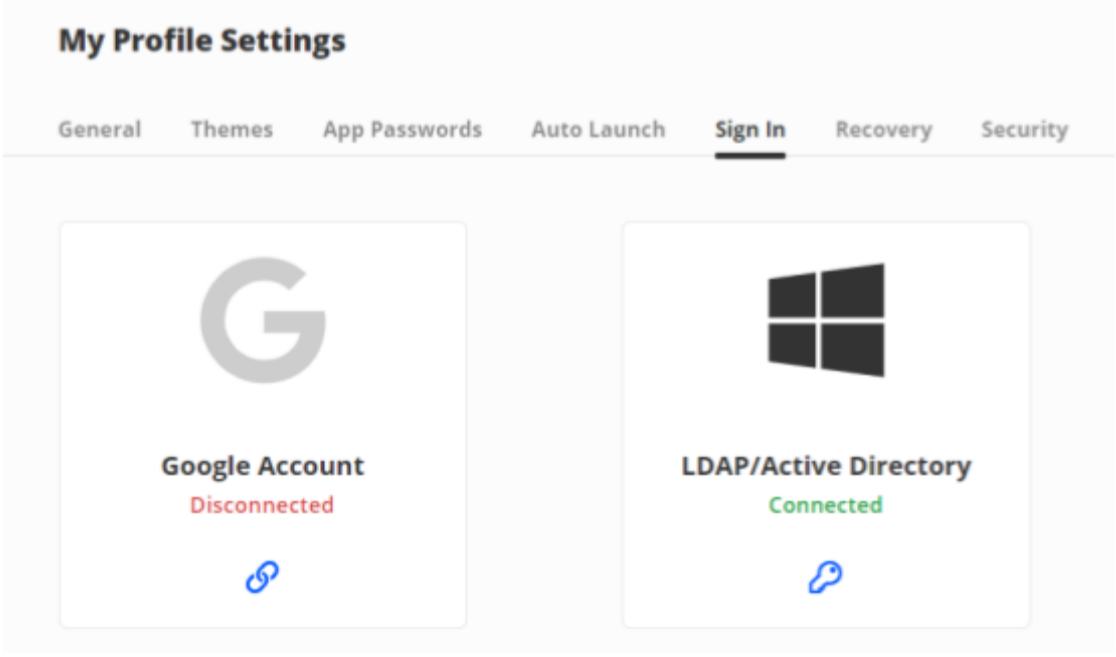
Changing Your Password using the Classlink Launchpad

1. Sign into the PV LaunchPad (aka Classlink).

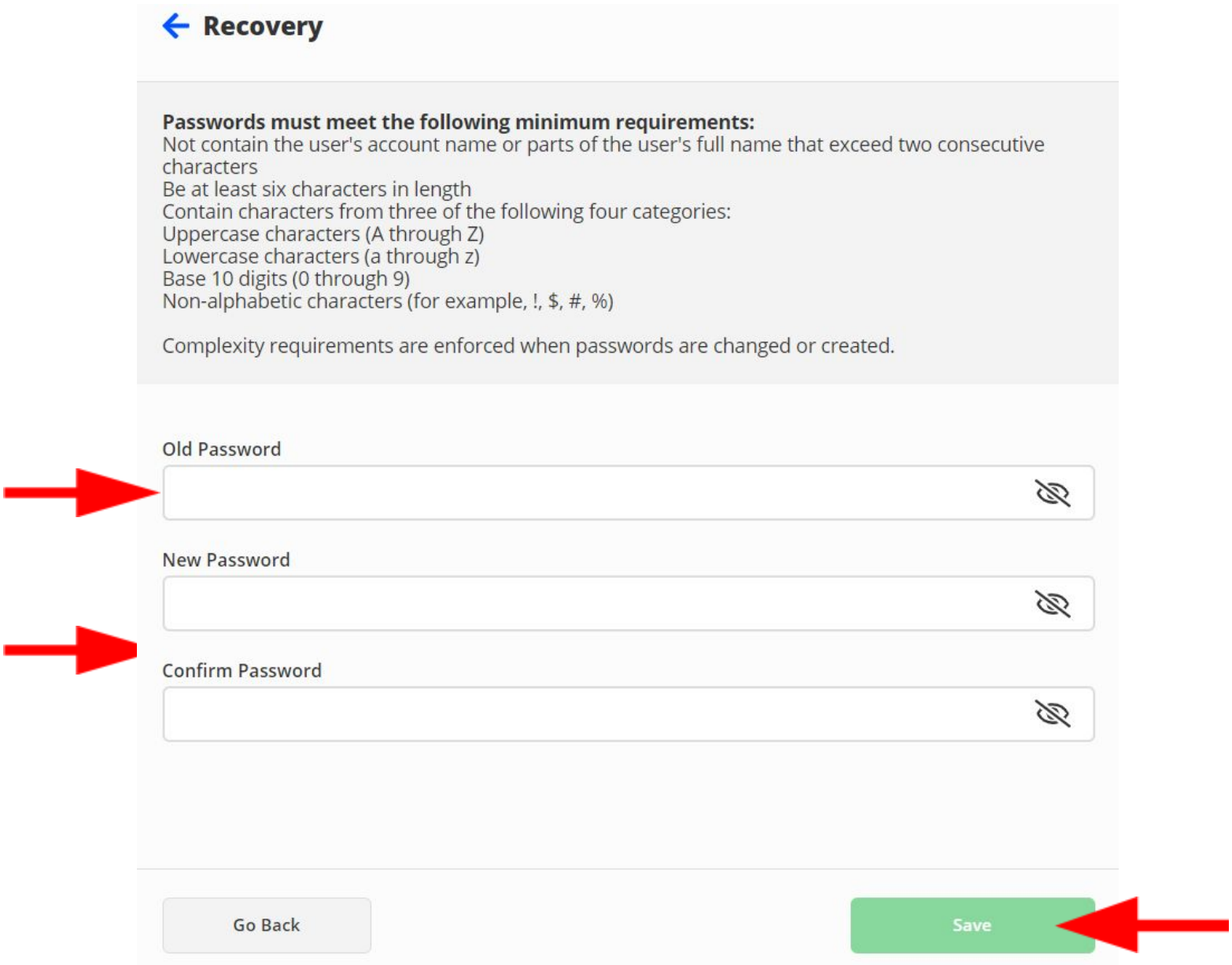
2. Go to the account icon in the top right corner, click and choose Settings.



NOTE: If you did not connect your Google account already...
If you do not use the "Sign in with Google" option for Classlink because you did not connect your Google account, you can fix that. In Settings, go to "Sign In". If under Google Account you see "Disconnected", click the link icon to connect to your Google account. It will ask you to select your Google account. The next time you log into Classlink you can use the "Sign in with Google" option.

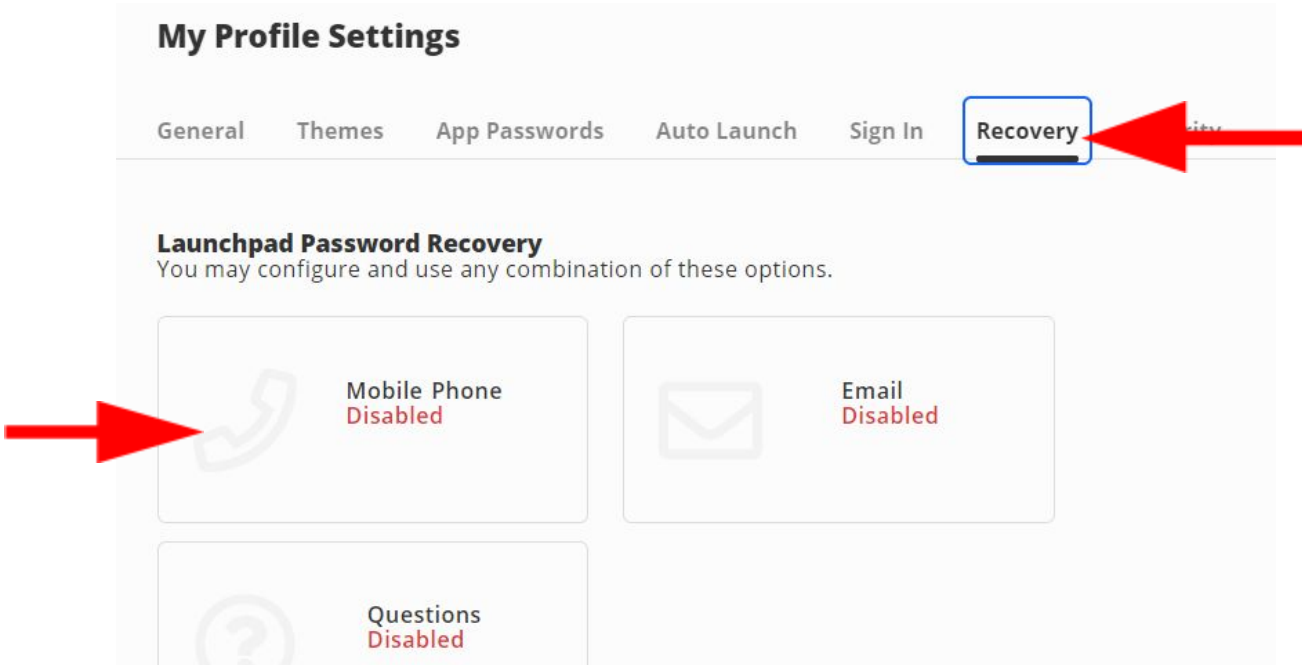


3. To change your password, go to the Recovery tab under Settings. Choose the blue Reset Password button at the bottom. Enter your old password and then type your new password, confirm the new password, and click Save. Passwords need to follow the complexity rules listed.



NOTE:
This will automatically change your Google account password. You may need to sign back into some apps if you were logged into them when the change occurred. Chrome is an example of this - you may see “Paused” in the top right corner of your browser until you log in and turn sync back on. You may get other sites that notify you a change has been made. You will also get an email from Classlink telling you the password has been changed.

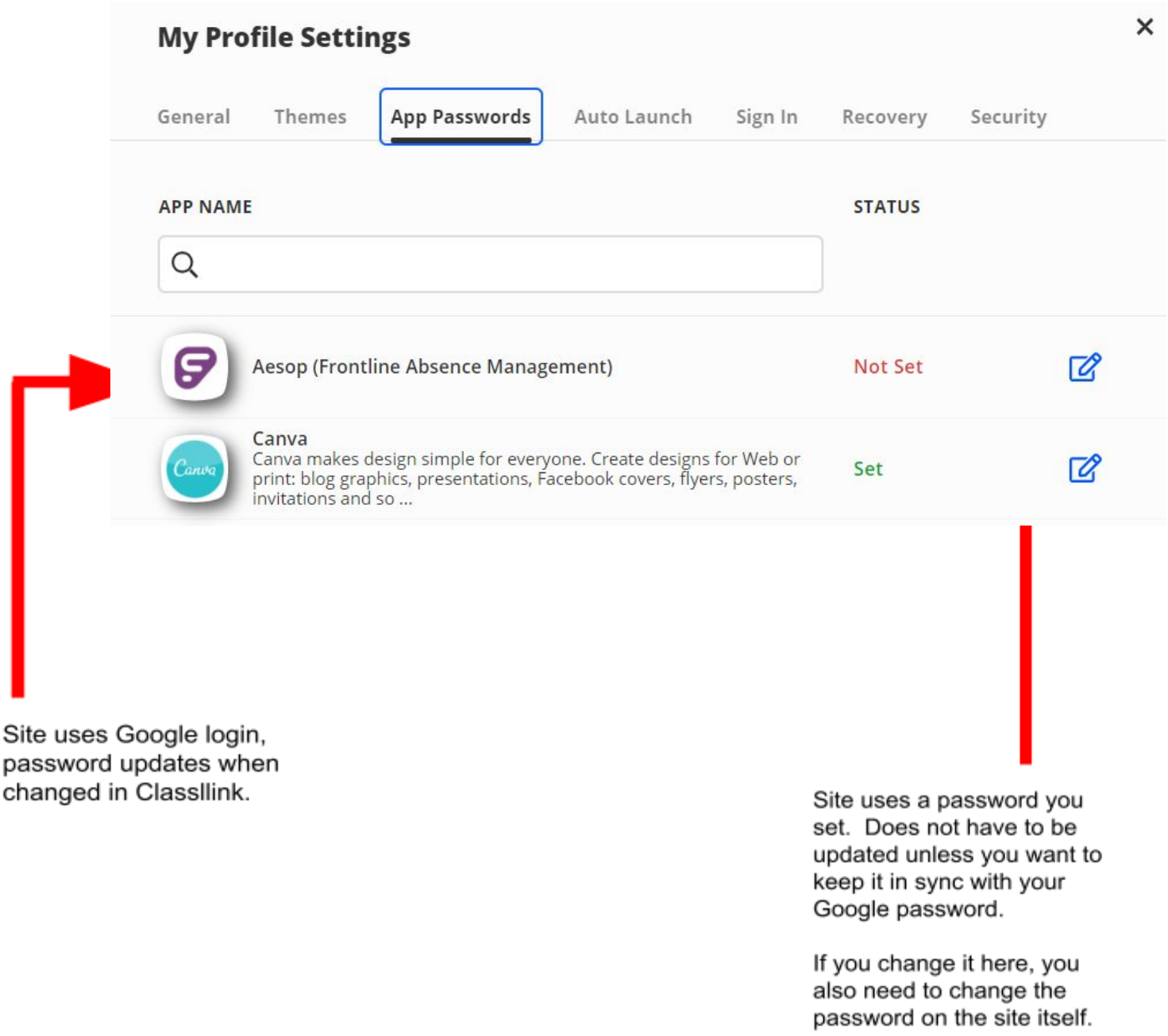
4. Before you go… set up your Launchpad Password Recovery options. On the Recovery tab, at the top, you can choose one or more of the options for password recovery. If you choose email, Use an email account other than your PV email. 😉



NOTE:
This password change will only update sites that use your Google login for access. Sites that use other passwords **will** continue to work if you access them from Classlink because you have entered and saved the password in the Launchpad. It will **not** however change the password for that site.

You can see your saved passwords in Classlink by going to the App Passwords tab in Settings. Anything that says “Not Set” is something that uses Google SSO. Anything that says “Set” is a password that you added and it will NOT change to your new password. You do not HAVE to change these passwords, if you access it through Classlink it will still work. However, if you want to keep these passwords the same as your Google password, you’ll need to manually update them on each site individually and then also update the password in Classlink. You can click the pencil icon on the right of the App Passwords list to edit these passwords. (Images on next page)

This will also not change any passwords you have saved in Windows. Windows should ask to update any saved passwords when you make the changes on the different sites as you visit them. You can also go to Manage Passwords in Windows to make changes. Again, you’ll also need to change the password on the sites themselves.



If you have any questions, please contact the PV Tech Help Desk at helpdesk@pvsd.org or X4357 (HELP) or contact Kristi Lainhart at klainhart@pvsd.org or X2237.