

# How to edit and lock student passwords

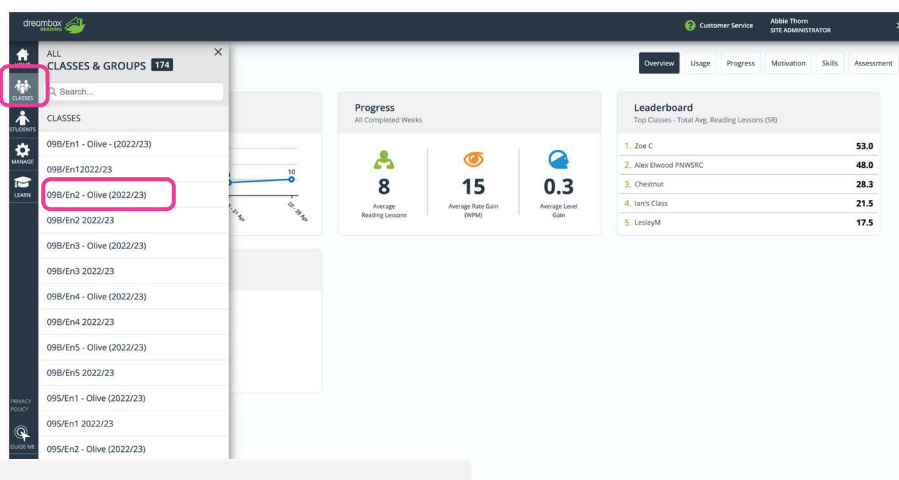
How to guide

As a teacher, you can change a student's password at any time.

## Editing student passwords

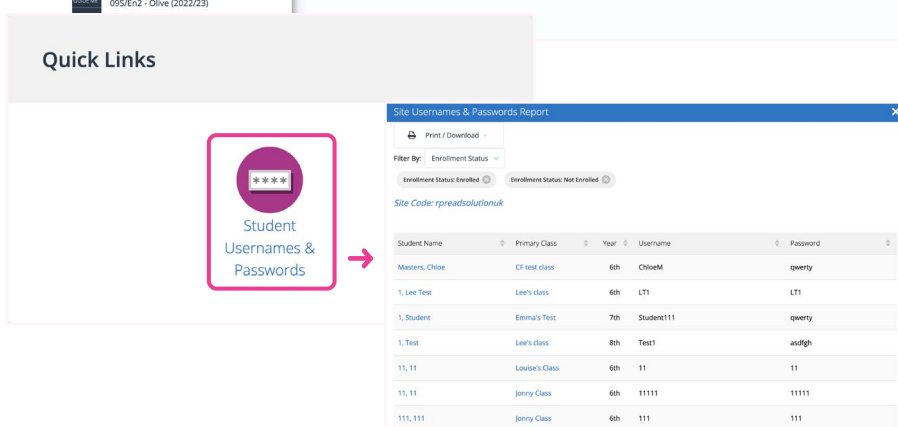
### Step one

Log on to Reading Plus as an educator.  
From the **Teacher Dashboard**, select **Classes**. Then select the correct class.



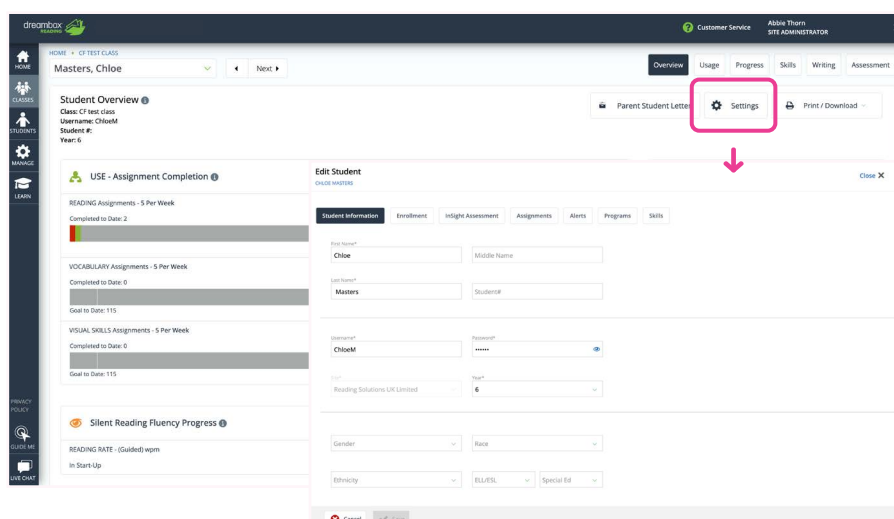
### Step two

Click on **Student Usernames and Passwords**, then the student's name.



### Step three

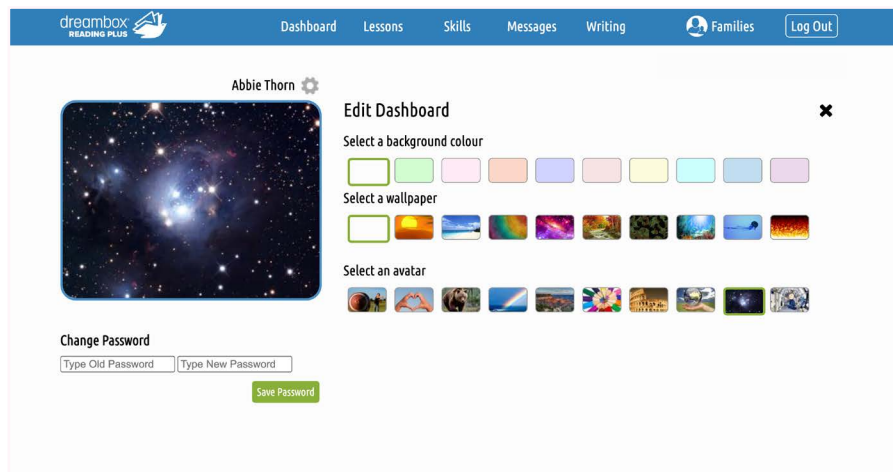
Click on the **Settings** icon, then type the new password into the password field and select **Save**.



## Locking student passwords

By default, Reading Plus is set up to allow students to change their password.

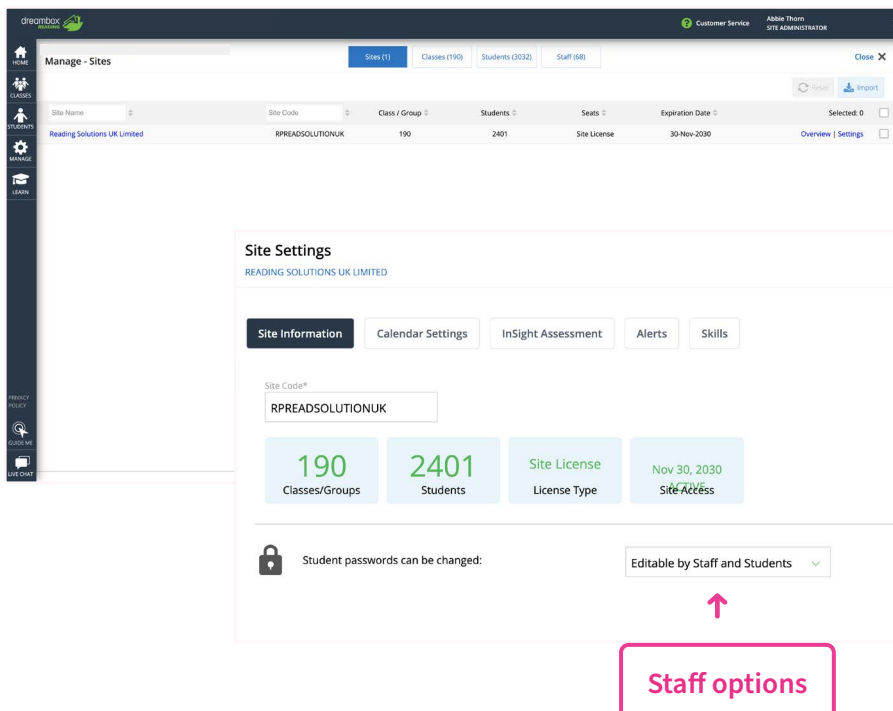
Students can change their password by clicking on the avatar, then selecting **Change Password**. They will need to type in their **Old Password** followed by a **New Password**, then **Save Password**.



If you don't want the students to be able to change their passwords, you can **lock passwords**.

Locking passwords allows only the teaching staff with Admin rights access to change passwords.

To make passwords editable by staff only, click on **Manage Teacher Dashboard** then **Settings** to choose your preferred option.



**Staff options**