How to change a student's password



This short guide explains how to change a student password if they are having trouble logging in.

Alert! The steps shown in this accounts. Accounts rostered automatic methods are not a	s guide are only available for manually rostered via Clever, Classlink, SFTP, and/or any other ble to complete the steps listed.
1 When you are logged into a 0	Capti faculty account. Click "MANAGE"
capti 🗈 HOME & MAI	NAGE -
Capti Demonst 👻 Quick Start	
gaick Start	Organize students 🕕
Students	32 students in total 4 students in your class
Assignments	Manage roster Group students
	Share content 🕕

2 Click "Members"

3



Find the student you wish to change the password for and click "..." at the right side of the screen. This will bring up the more options dropdown.

	Facu	Ity: 17/ unlimit	ed Enroll
			Bulk Action
Classes	Last Login	Status	Actions
9	05/21/2024	Active	
3	05/21/2024	Active	
5	05/15/2024	Active	•••
1	05/09/2024	Active	

Click "Change Password..."

4

Classes	Last Login	Status	Actions
9	05/21/2024	Active	Member Details
3	05/21/2024	Active	Classes Enrollment
5	05/15/2024	Active	•• Reset Password
L	05/09/2024	Active	Change Passvord Send email
2	03/26/2024	Active	Remove from Location Remove from organization
5	04/05/2024	 Active 	•••
4	03/04/2024	Active	

5 Enter the desired password and click 'Change' Change Password X 1/21/2024 Active .captivoice.com /15/2024 Active Please choose a new password for Allen, Amanda : captivoice.com Password ••• /09/2024 Active voice.com Confirm P... ••• /26/2024 Active n Change /05/2024 Active aptivoice.com Capti Demonstration 4 03/04/2024 Active captivoice.com Capti Demonstration 2 08/03/2022 Active ivoice.com Capti Demonstration 0 03/20/2024 Active om



Tip! Setting a simple password like 123 helps students and teachers remember logins! Capti passwords do not need to be strict for students.