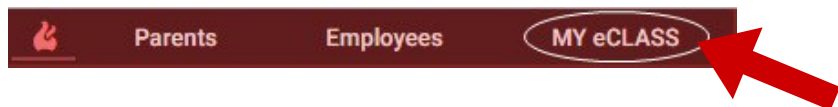


# Setting Your Password from Home

## Step-by-Step Directions for New Students

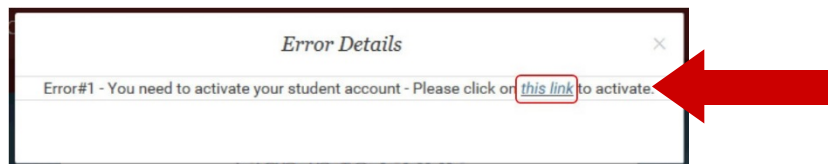
1. Go to [www.gwinnett.k12.ga.us](http://www.gwinnett.k12.ga.us) and select the MY eCLASS tab on the top right corner.



2. On the Sign in to GCPS screen use your student ID for BOTH the User ID and Password boxes.

A screenshot of the 'Sign in to GCPS' login form. The page title is 'Sign in to GCPS' with the subtitle 'Employee Portal & MY eCLASS Student Portal'. There are two input fields, both labeled 'Student ID Number'. Below the fields is a blue 'SIGN IN' button with a checkmark icon.

3. A window that says "Error Details" will appear. Click on "this link" to get to the activation and change password screen.



4. Add your student ID to BOTH the "User ID" and "Current Password" boxes. Then, add your NEW password to BOTH the "New Password" and "Confirm Password" boxes and select "Change."

A screenshot of the 'Change Password' form. The form has four input fields: 'User ID Number', 'Current Password', 'New Password', and 'Confirm Password'. All four fields contain the text 'Student ID Number'. To the right of the fields is a 'Notes' section with three numbered instructions. At the bottom right of the form is a green 'CHANGE' button, which is circled in red, and a red arrow points to it from the right.

Congratulations! Your account has now been activated and your password has been set. Use your new password to log in to any MY eCLASS AND any GCPS computer at school.