How to Setup Account Recovery for BCSDK12

- 1. Login into classlink: <u>https://www.bcsdk12.net/classlink</u>
- 2. Choose "My Profile" icon from the top right menu.

Search	
	Test Teacher Test.Teacher2003201814 Global - Bibb County SD
Swite	ch Profile My Profile Sign Out
finite Campus	Keyboarding

- 3. Choose Password Recovery Setup
- 4. Choose your recovery options, for txt or security questions.

💄 My Profile	
General Themes & Colors	Password Recovery Setup
Password Locker Sign-in options Password Recovery Setup	Mobile Phone We will only use your phone to send you a text mess
Two-Factor Authentication Setup	Phone Number
	Questions If you forget your password, we will use these question

5. Once your have completed this, you may now reset your password in the event you get locked out from your account, or your account password expires.

How to Recover Your BCSDK12 Password

*This will only work if you have configured account recovery within Classlink.

- 1. Go to https://www.bcsdk12.net/pwreset
- 2. Enter you Username "firstname.lastname"

<u>C</u>
Reset Password Please enter your username to reset your password.
firstname.lastname
bibb
\checkmark
Go back to login page

- 3. Choose if you want to reset via TXT or Security Questions.
- 4. Follow the steps for the option picked.
- 5. Enter your new password.
- 6. Your password has now been reset for the BCSDK12 Domain:
 - a. Computer Logins
 - b. Office 365
 - c. ClassLink