In your course, in the Control Panel, select Users and groups, Users:

![Control Panel](image)

Click the Down Arrow next to the student’s name, and select ‘Change User’s Password:

<table>
<thead>
<tr>
<th>User</th>
<th>First Name</th>
<th>Last Name</th>
<th>Email Address</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>deb.smith2</td>
<td>Deb</td>
<td>Smith2</td>
<td><a href="mailto:debbi.smith@qcccd.edu">debbi.smith@qcccd.edu</a></td>
<td>Student</td>
</tr>
<tr>
<td>deb.smith3</td>
<td>Debbi</td>
<td>Smith</td>
<td><a href="mailto:debbi.smith@qcccd.edu">debbi.smith@qcccd.edu</a></td>
<td>Student</td>
</tr>
<tr>
<td>deb.smith4</td>
<td>Debbi</td>
<td>Smith</td>
<td><a href="mailto:debbi.smith@qcccd.edu">debbi.smith@qcccd.edu</a></td>
<td>Student</td>
</tr>
</tbody>
</table>
Enter the new password (twice) and click the Submit button:

Change Password: deb.smith2

Passwords must be at least one character in length. Passwords are case sensitive.

* Indicates a required field.

1. Change Password

Complete this form to change the password.

* Password

* Verify Password

The screen will show a message if the change has been successful:

Success: Password Updated