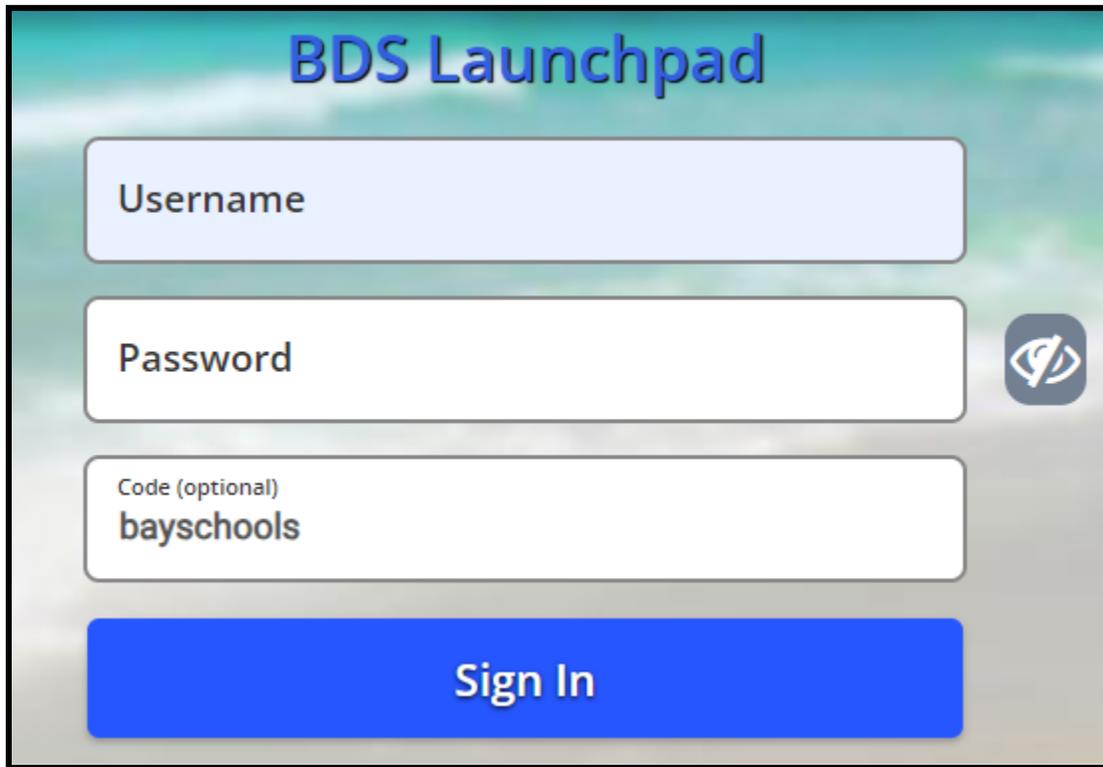


Resetting Your Password

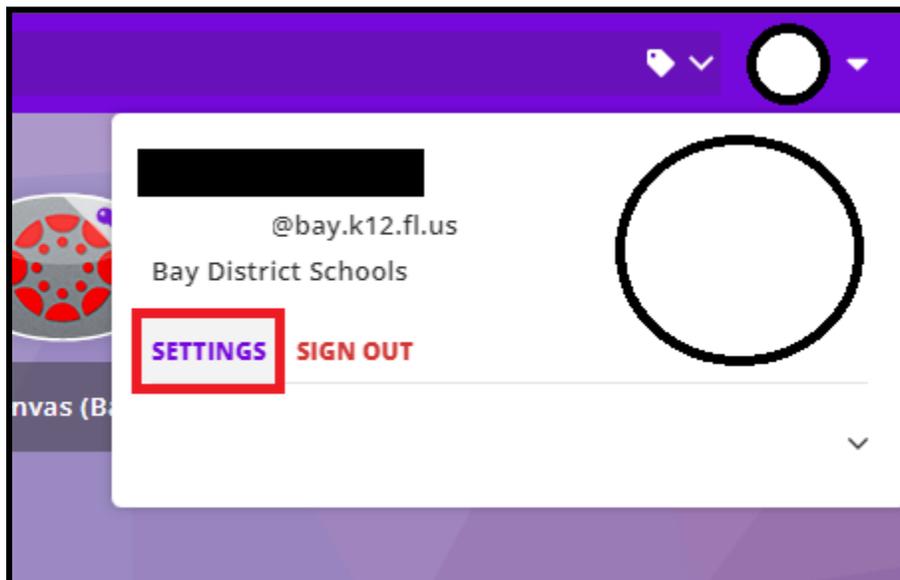
1. Log in to Launchpad at

<https://launchpad.classlink.com/bayschools>

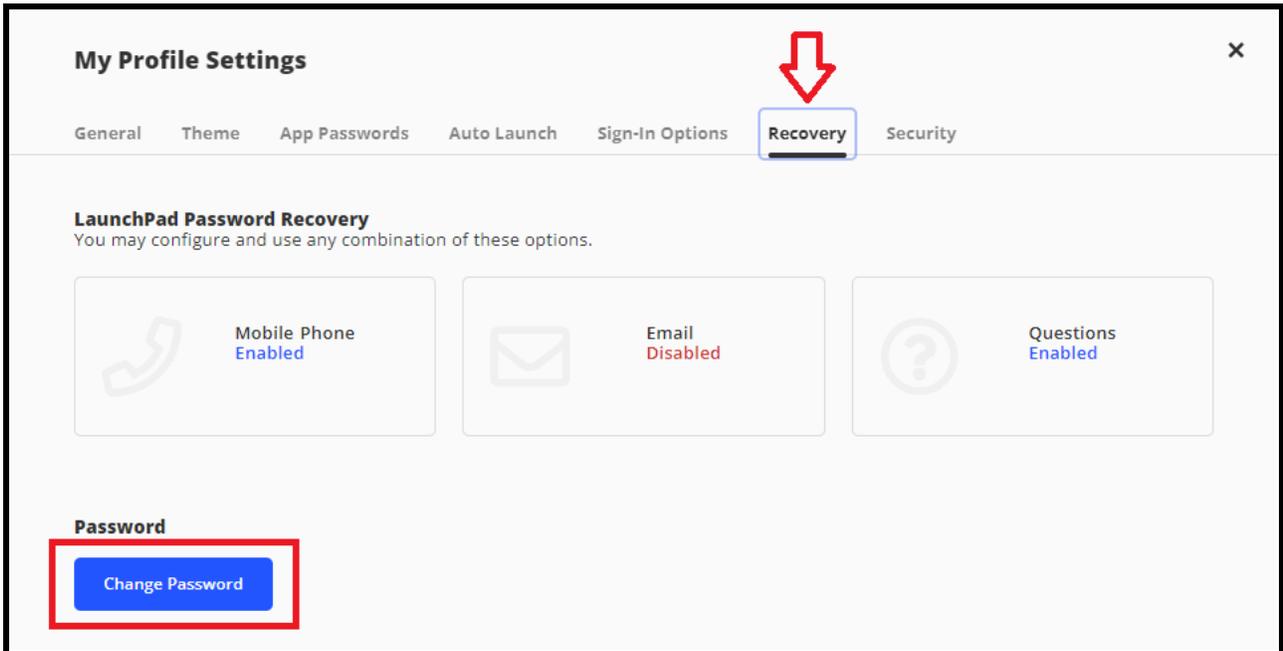


The screenshot shows the login interface for BDS Launchpad. At the top, the text "BDS Launchpad" is displayed in a blue font. Below this, there are three input fields: "Username", "Password", and "Code (optional)". The "Code (optional)" field contains the text "bayschools". To the right of the "Password" field is a toggle icon for password visibility. At the bottom of the form is a large blue button labeled "Sign In".

2. In the top right corner, click your profile picture and select Settings.



3. Select the Recovery tab, then click Change Password.



4. Enter your current password. Create a new password, and confirm. Then click Save.

The screenshot shows the 'Recovery' screen. At the top left, there is a blue back arrow icon followed by the text 'Recovery'. Below this is a light gray header bar. The main content area contains three password input fields, each with a label and a toggle icon on the right: 'Old Password', 'New Password', and 'Confirm Password'. At the bottom of the screen, there are two buttons: a light gray 'Go Back' button on the left and a green 'Save' button on the right.

Your password must be at least 14 characters in length and meet at least 3 of the following criteria:

- At least 1 uppercase letter
- At least 1 lowercase letter
- At least 1 number
- At least 1 special character

After you change your password, it is important to allow 5 minutes before attempting to log on to your desktop computer or any connected systems. This brief delay ensures that the new password is fully synchronized across all network systems.