**Setting New Password and Launchpad Login Procedures**

Students should access computers using their own individual credentials and then use launchpad to access their programs (Edgenuity, Aztec, Achieve3000, Essential Ed, Burlington English, etc.)

First time sign on to computer after Summer and Winter break.

1) Log into computer using:

a. Username: 1234567@st.brevardschools.org (Replace 1234567 with your student ID number)

b. Password: Password1920

2) You will be asked to change your password. It will need to be 12 character long with at least 1 upper case, 1 lower case, 1 number, 1 special character (e.g. #,@,$) Note not all special character are allowed

3) Once you have logged in, go to www.google.com and search “BPS

Launchpad”. Alternately, there may be a link on the Desktop called Launchpad. If present, double click and skip to 5.

4) Click the first option which says “Link”

5) Click the bottom box that says “Sign in with Microsoft”

6) Sign in:

1. Username: Username: 1234567@st.brevardschools.org (Replace 1234567 with your student ID number)

b) Password: Use the password that you created in Step 2

7) Now you are in Launchpad and can access all of your programs used in class Teachers.

If password is not working, check that the student # is 7 digits. If it is shorter, it likely needs zeros add to the front to make it 7 digits.

If this doesn’t work contact Charles Gelzinis to enable/unlock account\*\*

(gelzinis.charles@brevardschools.org)

If after Charles has reset the password and it still doesn’t work check focus to make sure the student is in correctly. Lack of a class will not allow the student to be active. If everything is correct contact Charles and

Brad so we can follow-up with the district on the issue.