This guide explains how Easy Bridge Basic users can reset a student password when a student forgets his or her password and is unable to sign in. As a security precaution, passwords are not displayed onscreen for any user, including teachers and administrators. Once updated, the student uses the new password on all Savvas digital curriculum systems that share accounts, such as Savvas Realize™ and Savvas SuccessNet®.

**Student Usernames and Passwords**

Usernames must be globally unique. Creating a standard convention for student usernames saves teachers from having to look them up when students forget their usernames. All teacher and student usernames must be unique across all users in the Savvas identity management service.

**Creating Unique Usernames for Student Accounts**

It is recommended to use an e-mail address, or something that looks similar to one. For example, you can use a combination of the student’s first and last name with the ‘at’ (@) symbol and the school initials, mascot, or name such as johnsmith@rhs, johnsmith@jaguars, or johnsmith@feltonhigh.

**Usernames**

- Must be between 1 and 120 characters
- Can include letters, numbers, and special characters
- Can include spaces but no trailing space (a space at the end)
- Are not case sensitive

**Passwords**

Neither teachers nor administrators can view passwords on any system. If a student forgets his or her password, teachers can reset it using the steps below. If a student uses the account for programs on any of the other designated Savvas systems, the password change applies to those systems as well.

It is recommended to make the student passwords unique, and easy for students to remember. For example, you can use the student’s lunch code, followed by a state code or letter combination, such as 103850CA or 45136abc.

Administrators must follow these guidelines when creating teacher and student passwords:

- Use at least 8 characters with no spaces.
- Must include at least one letter and one number or special character.
- Passwords are case-sensitive.
- A student's password can't be similar to his/her first or last name or user name.
Disseminating Account Information

Username and password information needs to be disseminated to students and teachers. The recommendation is for the person who creates accounts to take responsibility for disseminating account information to each user.

Students can use a single username and password to access products delivered on any of the designated Savvas learning platforms. Using one account, students can also use single sign-on (SSO) to sign in to other platforms or systems for which their school or district has active product licenses. SSO allows you to sign on once and then access other platforms without re-entering your username and password. It is recommended that schools or districts that use Savvas platforms have an administrator manage teacher and student accounts.

Follow these steps to reset a student’s password:

Sign in to Savvas Realize and click Classes.
How to Reset a Student Password

Identify the class the student is enrolled in and click **Students & groups** under the class name.

Find the student in the list and click **Reset password**.
Note: Updating a student account on Realize changes it immediately for all platforms, eText, and Realize Reader.