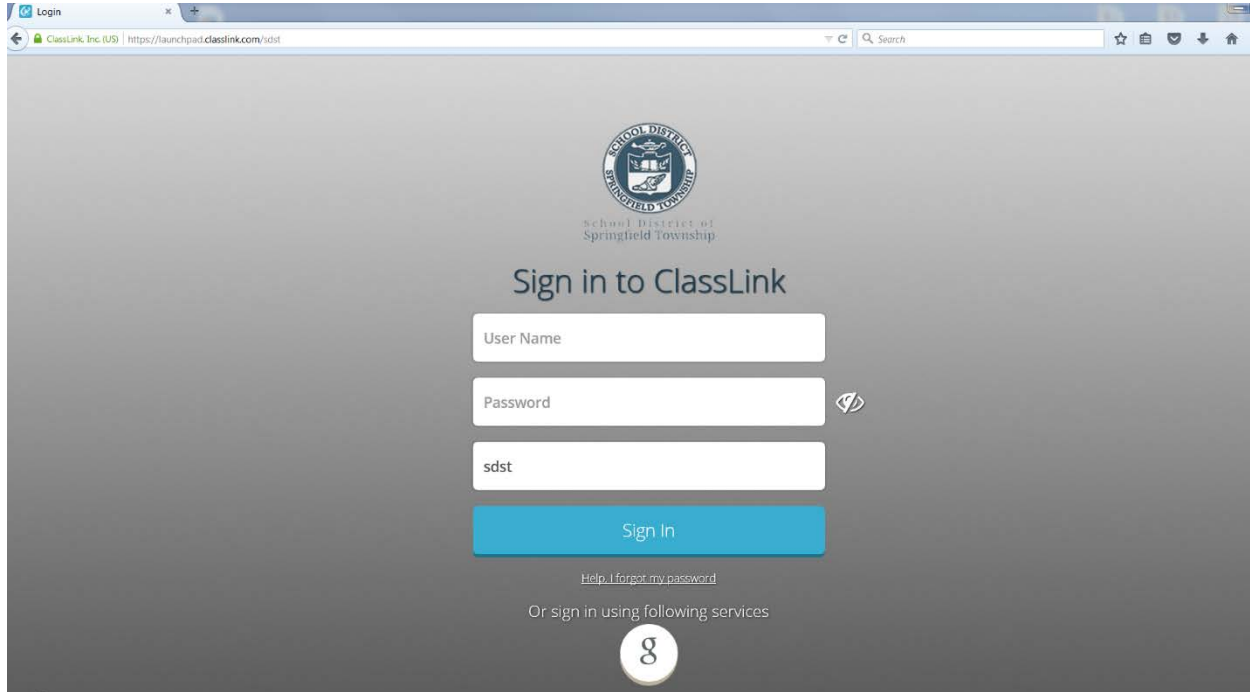


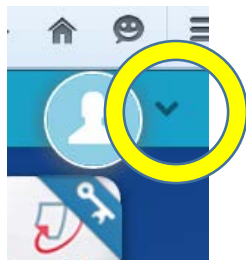
How to set up Password Recovery using ClassLink

Go to the ClassLink web portal at <https://launchpad.classlink.com/sdst> from any internet-connected web browser window. The webpage will look like this:



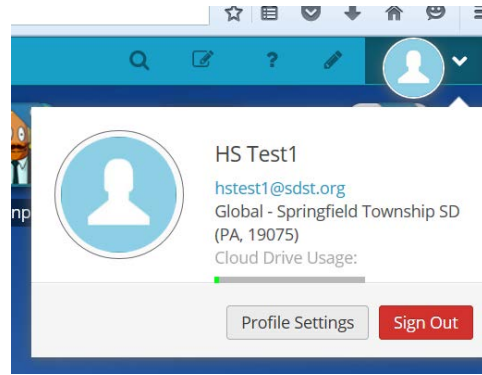
Log in using your network user name and password. This is either your teacher number and building, or student number and the letters "stu".

Once logged in you will see the ClassLink homepage.

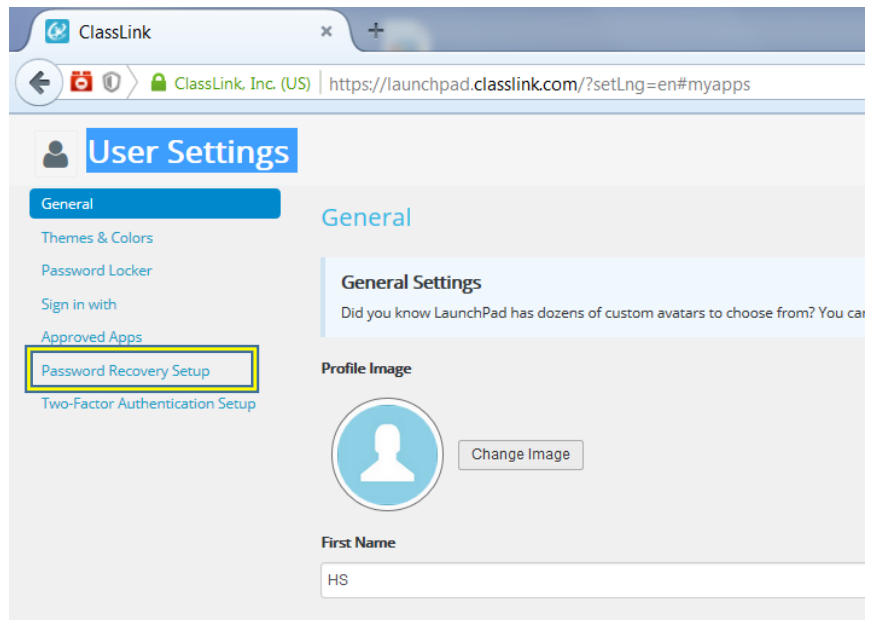


Click the down arrow in the upper-right hand corner next to your avatar.

Click the **Profile Settings** button in this popup.

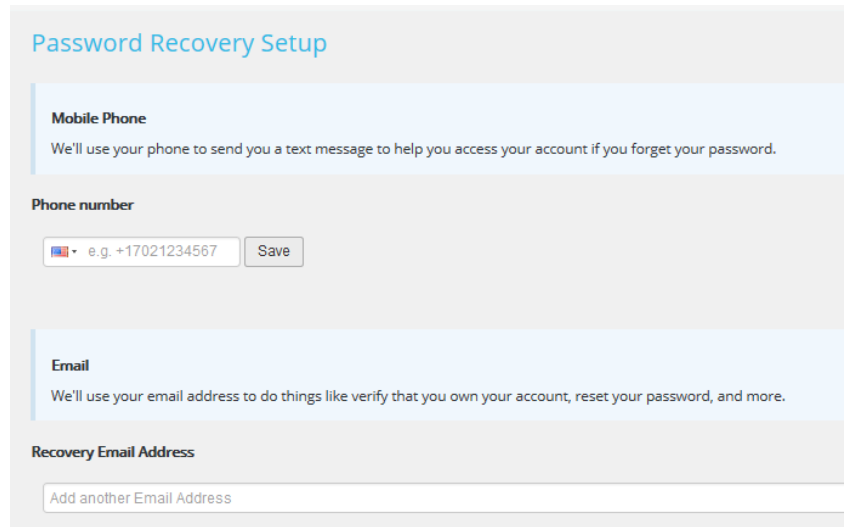


In the left hand menu bar, click on **Password Recovery Setup**.



You have three options on how to set up Password Recovery.

- You can add a **Mobile Phone** number, which will send you a text message if you need to recover your password.
- You can add a secondary **e-mail address** to the account. You will need to be able to access this account if you forget your SDST password.



- **Recommended:** You can create a set of challenge **questions** that only you can remember the answers to.

Questions
If you forget your password, we will use these questions you set below to help you reset it.

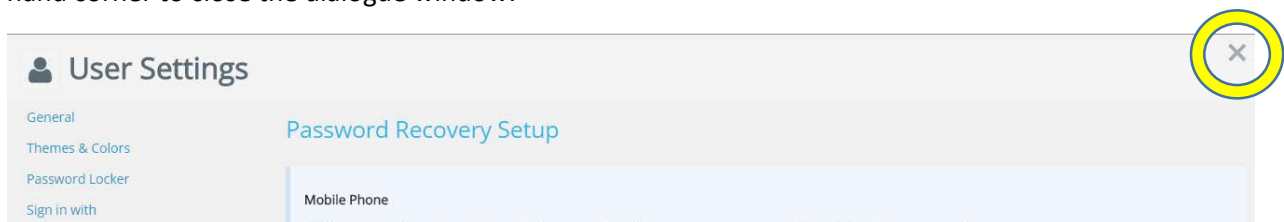
Select Question [v] Answer

Select Question [v] Answer

Select Question [v] Answer

Save Questions

When you are finished, remember to click **SAVE** at each section. Then, click the **X** in the upper-right hand corner to close the dialogue window.



That's it! To log out, click the down arrow next to your avatar, and click **Sign Out**.

