

SAUA and Student Password Policy Reminder

Student Acceptable Use Agreement (SAUA)

Once the SAUA is submitted and entered into Q, the district activates the student account. A student must reset their password from a student desktop or laptop computer. Activation is an automated overnight process. You can verify SAUA submission in the student profile demographic area of Q.

******All teachers have access to reset student passwords******

SAUA papers are to be turned into student's grade level administrator

Resetting Student Passwords

To reset student passwords, here is relevant information:

1. The default password has the following logic:
mm/dd/yyyy+first initial (lower case). example 10211980j (**don't use slashes in birthdate**)
2. Teachers can reset student passwords in **Q Process Manager**.
3. **Returning students** can use their same password from last school year.
4. **New passwords** must be at least **8 characters in length**. (the district did not specify password requirements, however students including all the following in their new password has been working: **uppercase, lowercase, and number**. (Passphrases are recommended).

If you have any questions, please contact the Help Desk at 909-357-7630.