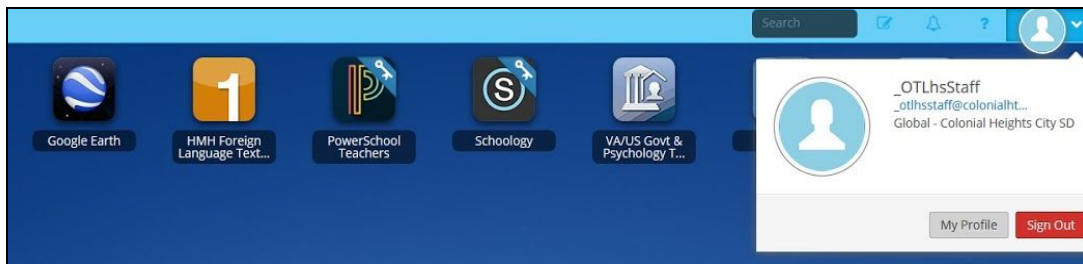


Classlink - First Steps

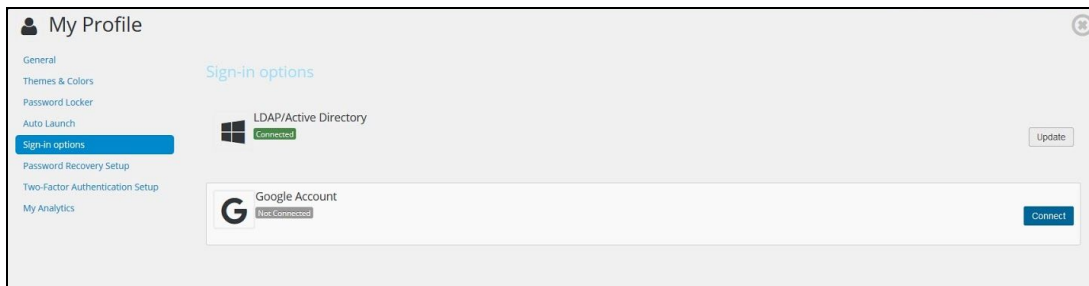
Sign in with Google (Mandatory)

Complete these steps so you can login to Classlink using the “Sign in with Google” button.

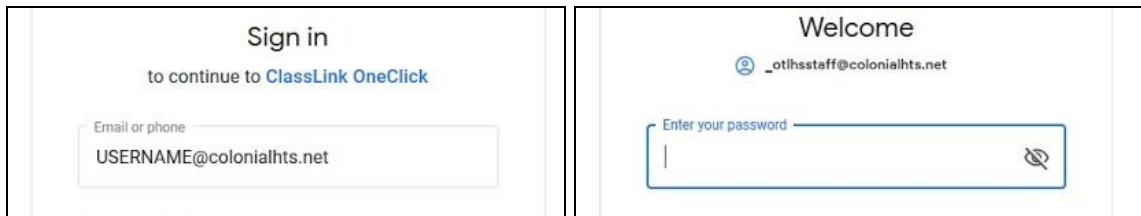
1. Log into Classlink (classlink.colonialhts.net) with your CHPS username and password. Your username is the first part of your email address, before the @ symbol: **USERNAME**@colonialhts.net. Your password is the same one you use for Google.
2. Click on the user icon in the top right corner, select **My Profile**.



3. Select **Sign-In Options**. Click **Connect** at the right of the the Google Account option.



4. Type in your full CHPS email address (**username@colonialhts.net**) and password.



5. Click **Next**, and you should see a window that says “Success”. You’re done! You can now “X” out of those Windows and continue using Classlink.

Password Recovery Setup (Mandatory)

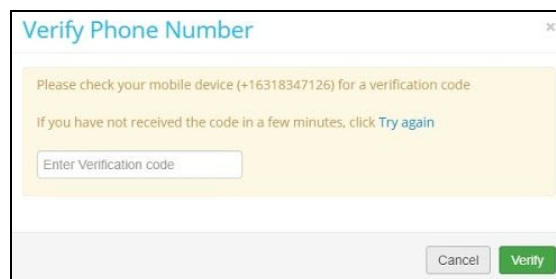
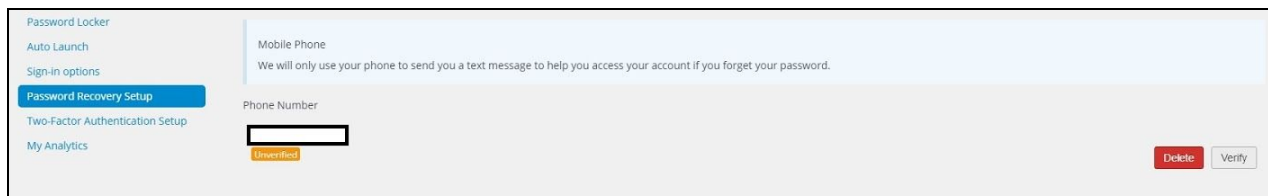
Forgot your Windows / Google password? You can reset it immediately without tech support!

Setup your Password Recovery Options

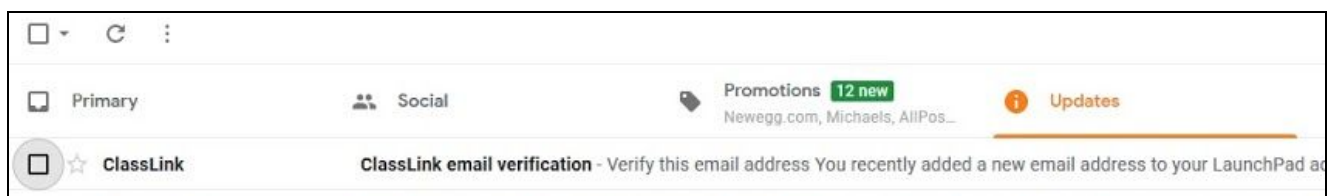
1. On any computer, on or off campus, log into Classlink: classlink.colonialhts.net
2. Click on your user icon in the top right corner
3. Select **My Profile**



4. Select **Password Recovery Setup**
5. Fill out and save the security questions. The email and mobile phone options are encouraged but not mandatory. (This information is private and will not be shared with any CHPS or Classlink employees).
 - a. The Mobile Phone # format is country code, area code, number, with no dashes (**+15556667777**). This option requires you to click **VERIFY** and enter a code that was sent to your phone.



- b. The email option requires you to verify by clicking on a link sent to that email address.



6. Click save after each item that you've entered.
7. Done! You can continue working or exit the web-browser.

How to Change or Reset your Password (Optional)

Once you've set up your recovery options, you'll be able to reset or change your password from the Classlink sign-on screen.

1. Go to the website: classlink.colonialhts.net
 - a. Alternatively, turn on any Chromebook, do not log in, but click **APPS** on the lower left of the login screen. Select **CHPS Classlink**
2. Select **"Help, I forgot my password"** at the bottom of the screen
3. Enter your username (example: Malcolm_Reynolds) and press the big blue button.
4. Choose the recovery option you would like to use in order to reset your password to something new.

Remember the standard password requirements:

At least 8 characters

An upper-case letter

A lower-case letter

A number or symbol

It cannot be any of the last 10 passwords you have used