

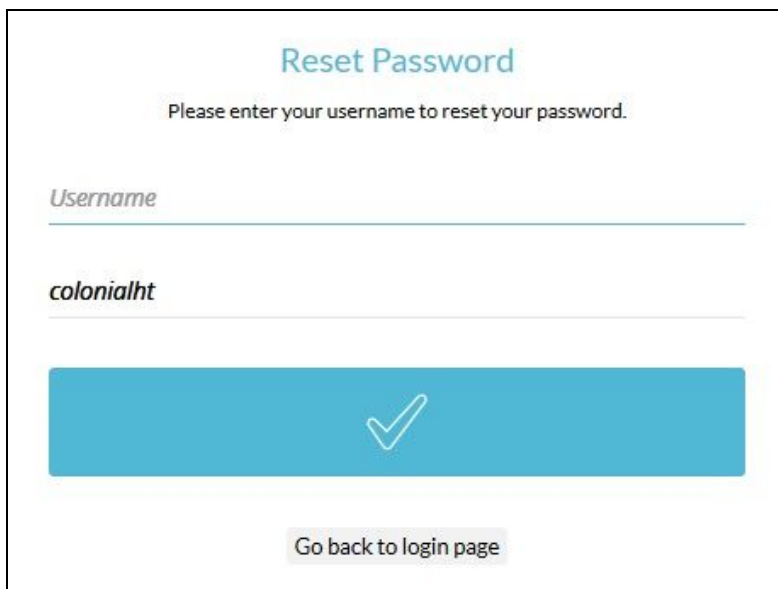
# Classlink - How to Reset Your Password

## How to reset your CHPS account password (Classlink / Windows / Google)

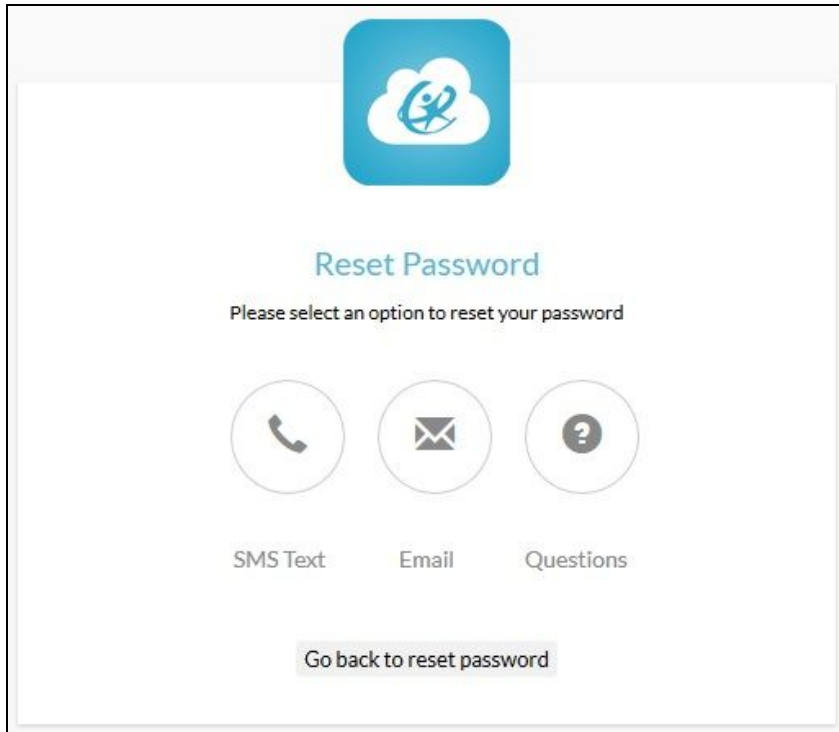
1. You can only reset your password if you've previously set up your Password Recovery Options within Classlink. Please refer to the How-To document "**First Steps with Classlink**" if you haven't already completed those steps.
2. Using any web-browser on any device, on or off campus, navigate to [classlink.colonialhts.net](http://classlink.colonialhts.net)
3. At the bottom of that log-in page, click on "Help, I forgot my password"



4. Type in your username **without** @colonialhts.net, then click on the blue checkmark button.

A screenshot of the 'Reset Password' page. The title 'Reset Password' is at the top in blue. Below it, the text 'Please enter your username to reset your password.' is displayed. There is an input field labeled 'Username' with the text 'colonialht' entered. Below the input field is a large blue button with a white checkmark icon. At the bottom, there is a link that says 'Go back to login page'.

5. Choose the reset option you prefer, depending on what you've previously set up in Classlink.



6. After entering your new password, you can log-in to Classlink like normal.

**IMPORTANT:** Your Classlink, Google and Windows account passwords are all the same. When you reset it using this method, it changes it for all of them.