

Reset Teachers' Passwords

Note: You do not need to reset the passwords of **teachers** in your school. Instead, they should be able to perform their own password reset ([../teacher/administration/forgot-password.html](#)).

You can also reset a teacher's password by following the same steps needed to reset a student password (see Steps 1-6 below), provided the teacher's account had been activated and is still active. A password reset link will be their to the email address in our system.

If teachers report that they did not receive their password reset email, please assist to check that they are referring to the correct email address, user ID and that their SLS account is activated. If the SLS account is inactive due to the IAMS status being inactive, please approach your school's IAMS local admin to reactivate the account.

SINGAPORE STUDENT LEARNING SPACE
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Manage Users

Browse School User Accounts

Search

IAMS Status Select IAMS Status ▾

Form Class Select Form Class ▾

SLS Account Status Select SLS Account Status ▾

School NATIONAL PRIMARY SCHOOL ▾

Role Teacher ▾

SEARCH
RESET

You may select students across multiple pages.

	Name	Email Address	User ID	Role(s)	IAMS Status	SLS Account Status	Account Expiry Date	Last Reset Date	Last Reset By
<input checked="" type="checkbox"/>	Kelvin Chee	kelvin_chee@moe.edu.sg	MOE-00147T	• Teacher	ACTIVE	ACTIVATED	NO EXPIRY		

Showing 1 to 1 of 1 result(s)
1

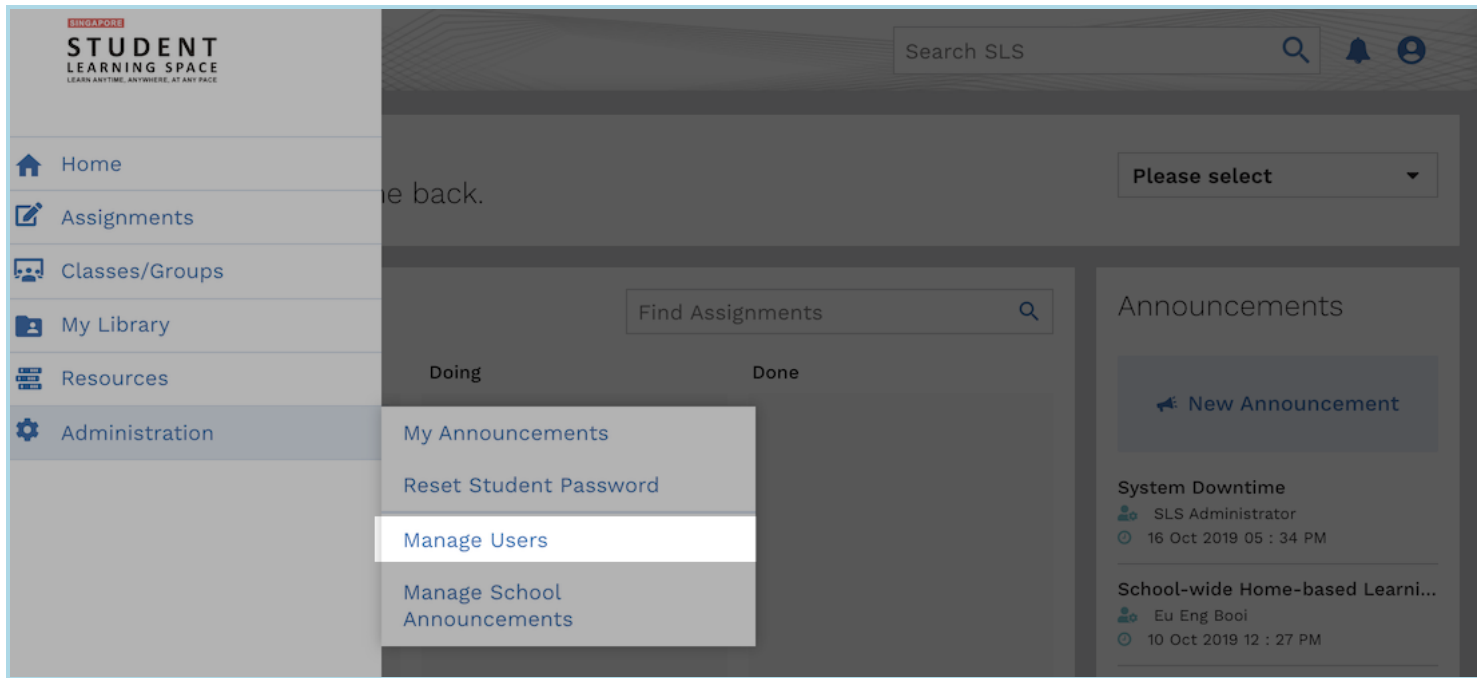
Reset Students' Passwords

You can reset the passwords of any student in your school. This is necessary for:

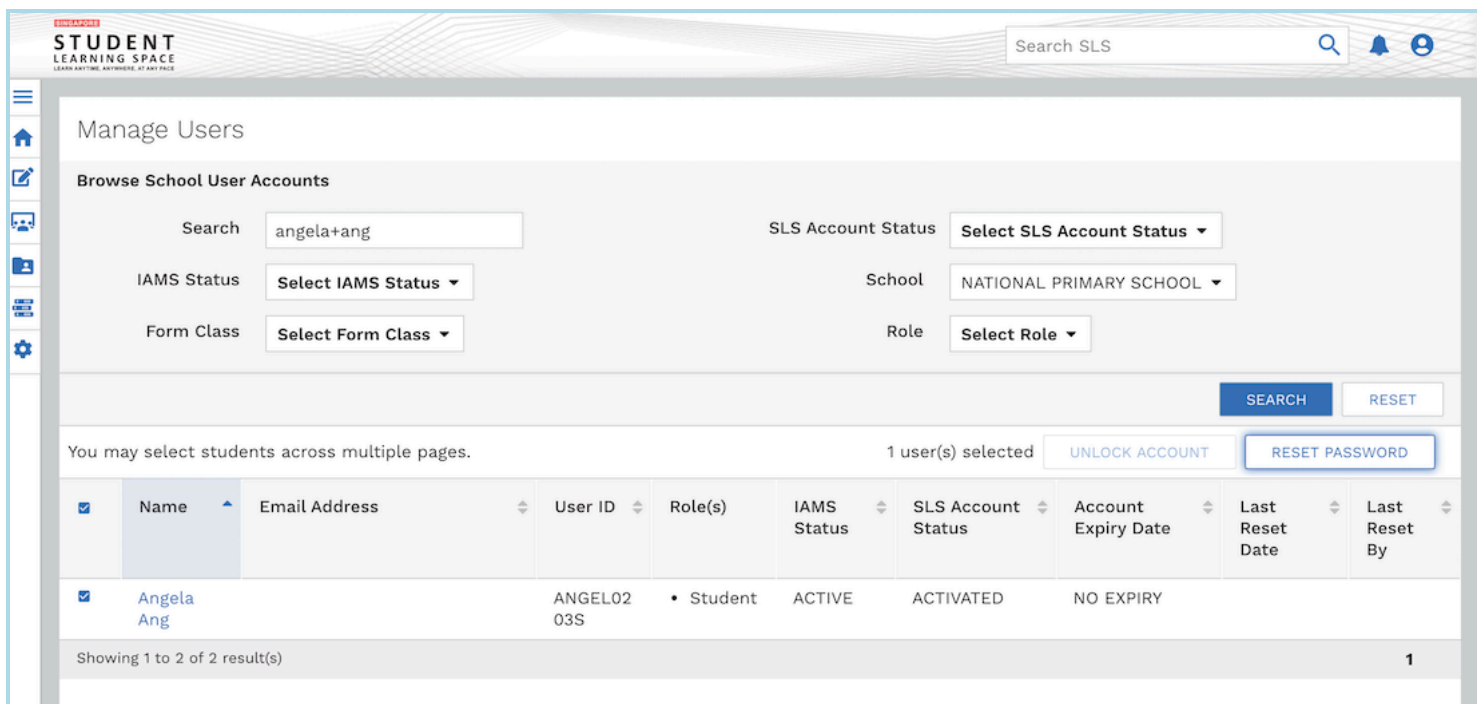
- students who forget their password and are unable to reset on their own, or
- onboarding of new student. (../onboarding/activate-student-accounts.html)

Please refrain from mass resetting of students' password after students have set up their accounts with the help of their parents.

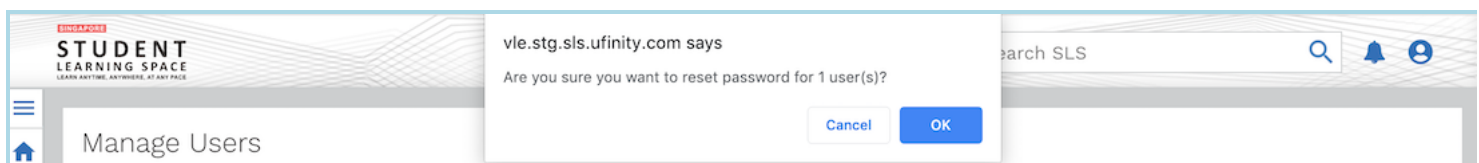
1. Select the **Manage Users** page from the main menu under **Administration**.



- In the School Admin's **Manage Users** page, search for the accounts that need to be reset. If searching by name, use search operators such as "+" to refine the search (e.g. Angela+Ang).
- Click the **Search** button.



- Mark the checkboxes next to the students for whom you want to reset passwords.
- Click the **Reset Password** button.
- A confirmation prompt will pop up indicating the number of users selected. Click **OK**



- When password reset is successful, copy the 8-character one-time-password (OTP) and disseminate it to the students. This OTP will last for one year or until it is regenerated by another School Admin or Teacher. Note: It is important for the onboarding process that School Admins coordinate among themselves so that only one OTP is generated.

