



NEW STUDENT LOGIN INSTRUCTIONS

1 Go to ClassLink

Go to ClassLink through the web, an app, or directly to logon.mansfieldisd.org.

2 Logging in for the First Time

Username: Locate in Skyward or contact your teacher for assistance

Password:

First three letters of your birth month (1st letter is a capital letter)

- Two-digit birth date
- Four-digit birth year

Select "Sign In"

Example: Jun052001

3 Set Password Recovery Options

See Page 2.

4 Change Your Password

See Page 3.



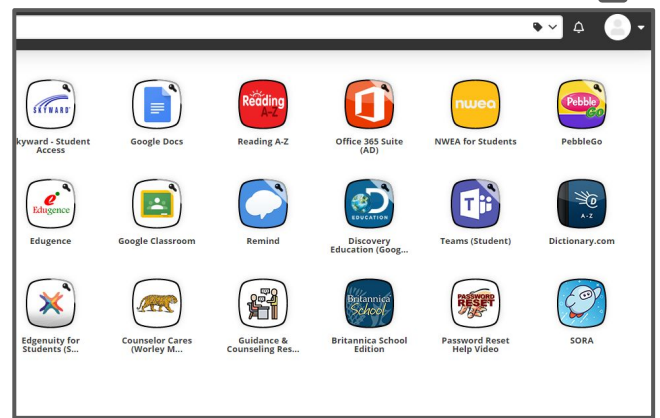
SETTING RECOVERY OPTIONS IN CLASSLINK PASSWORD RECOVERY

1 Go to ClassLink

Go to ClassLink through the web, an app, or directly to logon.mansfieldisd.org. Log in using your current MISD credentials.

2 ClassLink Settings

On the ClassLink Dashboard, click on the profile icon in the upper right corner and choose “Settings”.



3 Reset Password

Select the “Recovery” tab at the top right. Select “Questions Enabled” directly below.

4 Enter Questions

Use “Custom” to create your own question and answer or use the premade questions. Be sure to enter answers that you will remember. Select “Save” when finished.



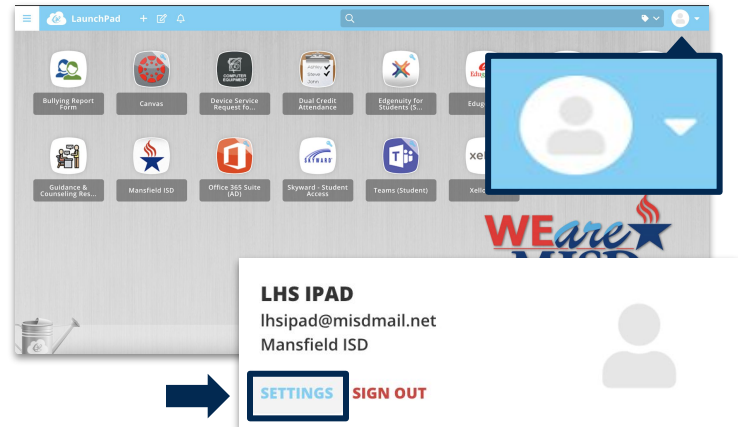
Resetting Password Using Classlink

1 Go to Classlink

Go to classlink through the web, an app, or go directly to logon.mansfieldisd.org. Login using your current MISD credentials.

2 Classlink Settings

On the Classlink Dashboard, click on the profile icon in the upper right corner and choose Settings.



3 Password Recovery

In the Profile Settings window, choose the recovery tab on the top. Then choose the blue reset password button at the bottom.

4 Change Password

Type your old password in the first box, then your new password in the next two boxes. Make sure your password meets all the necessary requirements. Click Save.

Password must be at least 8 characters. Not contain the user's account name or parts of the user's full name that exceed three consecutive characters. Be at least eight characters in length. Contain characters from three of the following four categories: English uppercase characters (A through Z), English lowercase characters (a through z), Base 10 digits (0 through 9), Non-alphabetic characters (for example, !, \$, #, %).

Password Changed
Password changed successfully!