

Student Instructions for Using Student Access Center (SAC)

Part 1: Enrolling in the Password Reset Utility. This is a one-time task and all subsequent access will begin with Part 2 below!

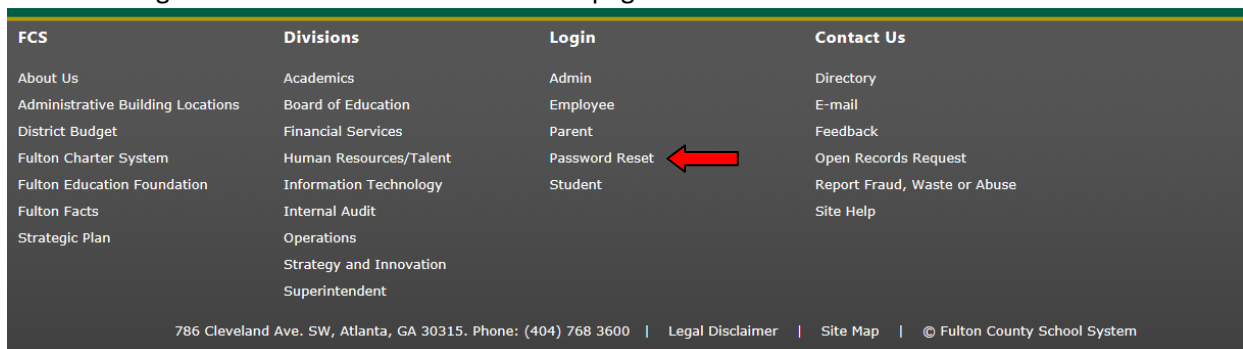
- If the student will not or has already changed his/her password from the default birthdate schema, the resetting password steps can be skipped. However, make sure that each student enrolls in the **Password Reset Utility**. Students will have the ability to manage their on password.

1. If students **are allowed to change their passwords** via **Ctrl+Alt+Del**, then make sure each student changes his/her password and then **go step 2 below** (enrolling).

2. Enroll in **Password Reset Utility** (Step by Step instructions are available) and reset your network password for your Student ID Login as needed.

3. Access the utility on the home page of the FCS website @ www.fultonschools.org

- Accessible by clicking on the following link:
<http://www.fultonschools.org/en/Pages/Password-Reset.aspx>
- Navigate to the bottom of the FCS home page and click on "Password Reset"

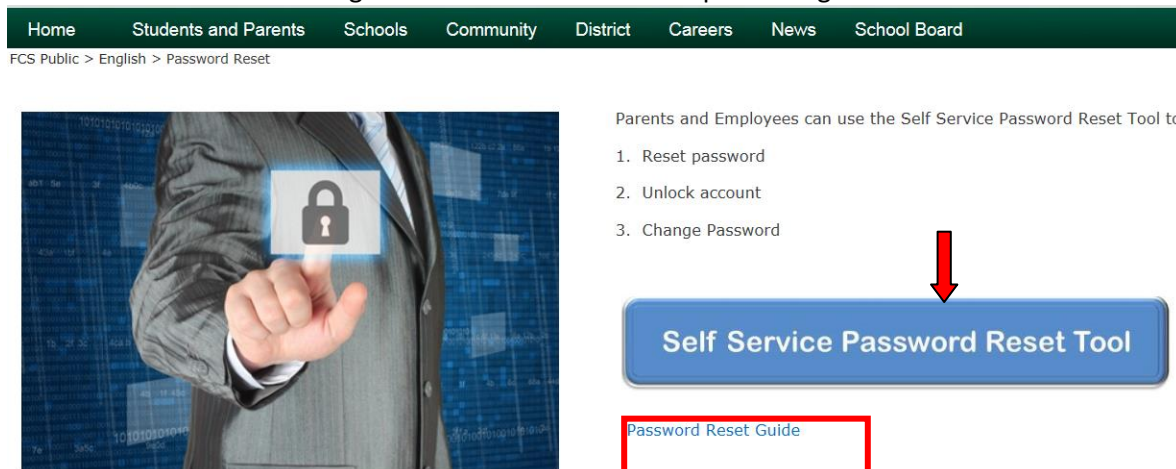


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4. Click on (**Password Reset Guide** for user instructions).

- The instructions give a brief overview of the input settings.



Home Students and Parents Schools Community District Careers News School Board

FCS Public > English > Password Reset

Parents and Employees can use the Self Service Password Reset Tool to:

1. Reset password
2. Unlock account
3. Change Password

[Self Service Password Reset Tool](#)

[Password Reset Guide](#)

- Click the **Self Service Password Reset Tool** to setup an account or to manage an account.
 - First-time users must enroll into the system. Enrollment is a one-time process and takes only a few minutes.

All Students use the following information for **enrolling** in the utility.

Account Name: xxxxxxxxxx (Represents your Student ID)
 Password: ●●●●●●●● (Represents your current password)
 Domain: FCBOESTU (Choose from the drop-down list)

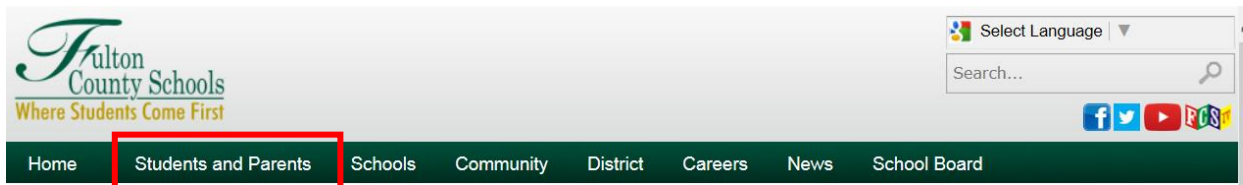
- Enter your secret questions and answers and complete the enrollment by changing your password. Minimum password length is 8 characters.

Note: It can take 15 – 30 minutes for your new password to become active.

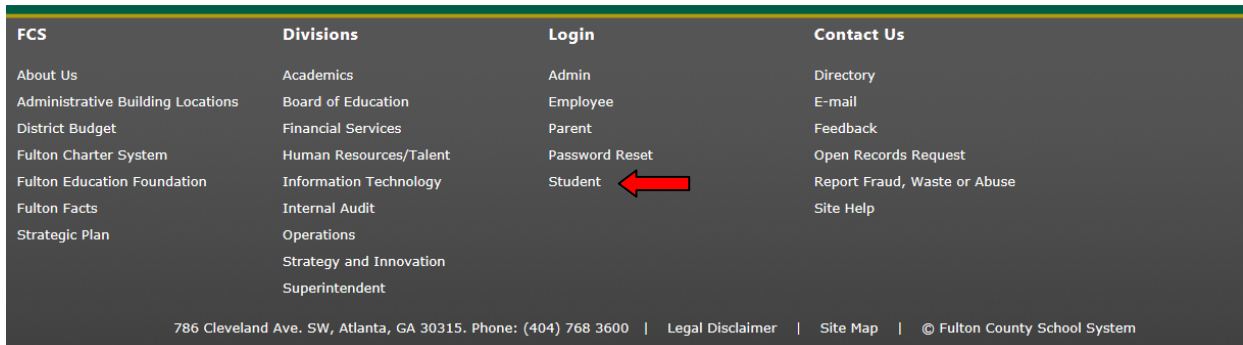
Part 2: Access Student Access Center (SAC)

- Accessing the **Student Access Center (SAC)**.

- Select **Home Access** from the navigation menu option **Student and Parents** on the FCS home page.



- Also, accessible by clicking on the following **Student** link:



- Click on the **Home Access Center** icon.



3. When prompted login to HAC/SAC using the following format:

Login: xxxxxxxxx@fcs.org (Represents your Student ID)

Password: ●●●●●●●● (Represents your current password)

