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](http://www.fultonschools.org)
   - Accessible by clicking on the following link: [http://www.fultonschools.org/en/Pages/Password-Reset.aspx](http://www.fultonschools.org/en/Pages/Password-Reset.aspx)
   - Navigate to the bottom of the FCS home page and click on “Password Reset”

4. Click on (**Password Reset Guide** for user instructions).
   - The instructions give a brief overview of the input settings.

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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]
5. 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)

6. 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.

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**Part 2: Access Student Access Center (SAC)**

1. Accessing the **Student Access Center (SAC)**.
   - Select **Home Access** from the navigation menu option **Student and Parents** on the FCS home page.

2. Click on the **Home Access Center** icon.
3. When prompted login to HAC/SAC using the following format:
   Login: xxxxxxxxxx@fcs.org (Represents your Student ID)
   Password: ●●●●●●●●●● (Represents your current password)