



## Setting Up Password Recovery Options through ClassLink

In order to reset your password through ClassLink if your password has expired or you do not know the password, you **MUST** setup password recovery options before the password expires. This only has to be done **once**.

Navigate to: <http://classlink.apsb.org>.

Sign in with your **CURRENT** username and password.

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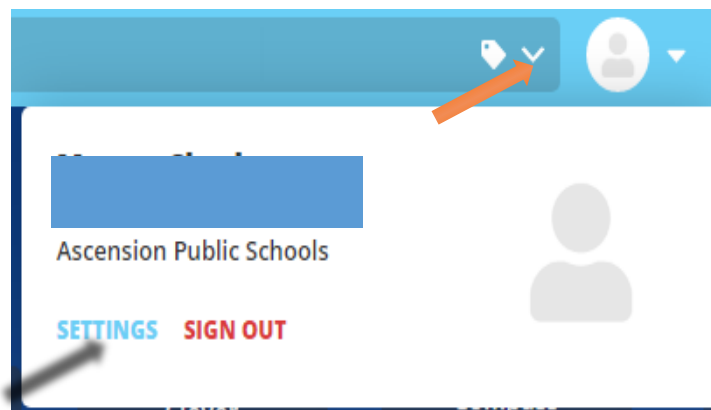
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Sign In

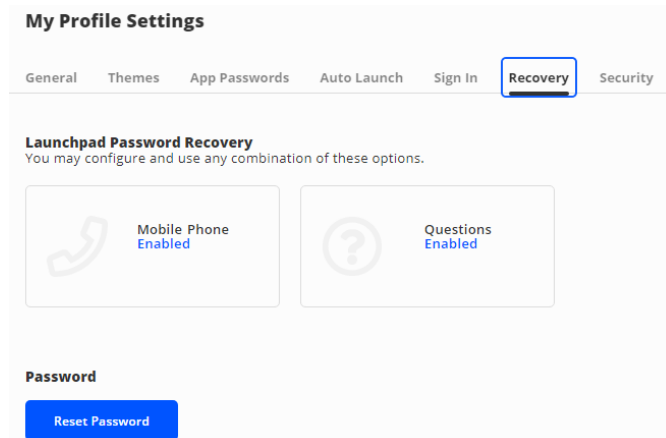
Sign in with Google

[Help, I forgot my password](#)

Click on the avatar in the upper, right-hand corner to bring down a drop box, and click on “SETTINGS”.

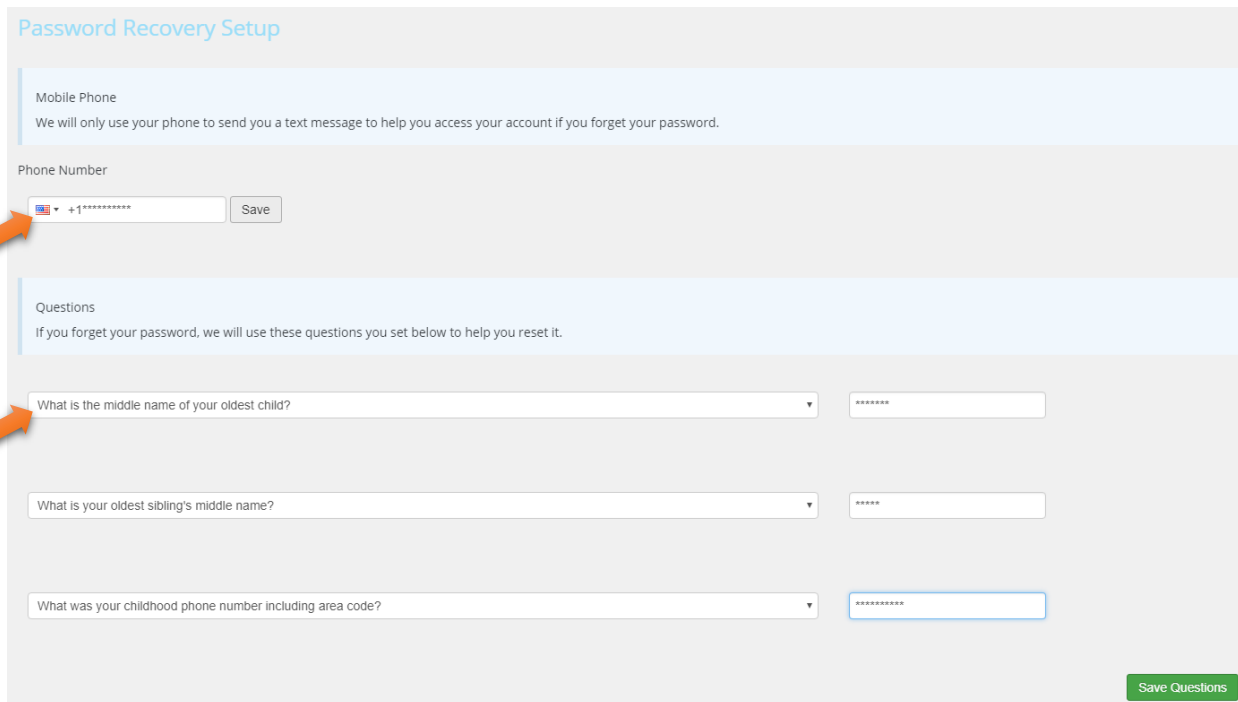


**Click on the "Recovery" tab.**



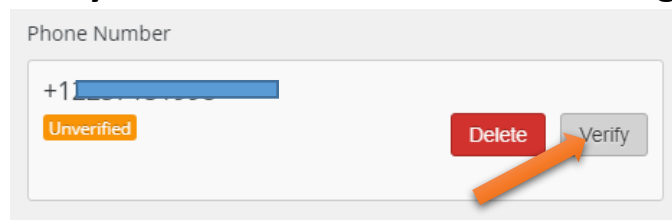
The screenshot shows the 'My Profile Settings' page with tabs for General, Themes, App Passwords, Auto Launch, Sign In, Recovery, and Security. The 'Recovery' tab is selected and highlighted with a blue box. Below the tabs, the 'Launchpad Password Recovery' section is visible, stating 'You may configure and use any combination of these options.' There are two options: 'Mobile Phone Enabled' (with a phone icon) and 'Questions Enabled' (with a question mark icon). Below these, the 'Password' section has a blue 'Reset Password' button.

**You should consider entering a cell phone number that can receive text messages, as well as three security questions to help make resetting your password easier.**



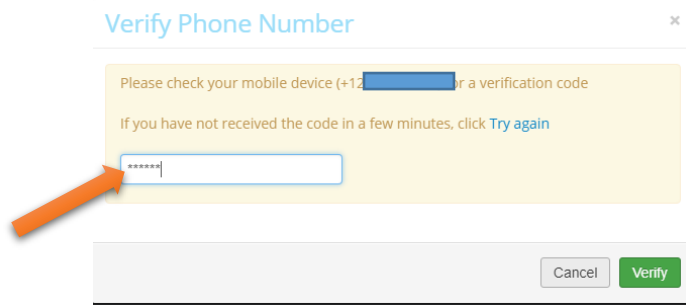
The screenshot shows the 'Password Recovery Setup' page. It has two main sections: 'Mobile Phone' and 'Questions'. The 'Mobile Phone' section has a text input field for the phone number with a dropdown for the country code (US) and a 'Save' button. An orange arrow points to this field. The 'Questions' section has three dropdown menus for security questions and corresponding text input fields for answers. An orange arrow points to the first question dropdown. At the bottom right, there is a green 'Save Questions' button.

**You will need to verify the cell phone number at which you will receive text messages. Click on "Verify". You will receive a text message with a 6-digit code.**



The screenshot shows the 'Phone Number' verification section. It displays a phone number starting with '+1' followed by a blue bar. Below the number is an orange 'Unverified' label. To the right are two buttons: a red 'Delete' button and a grey 'Verify' button. An orange arrow points to the 'Verify' button.

**Enter the 6-digit code you received, and click “Verify”.**



Verify Phone Number

Please check your mobile device (+12 [redacted]) for a verification code

If you have not received the code in a few minutes, click [Try again](#)

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Cancel Verify

**You will now be able to reset your password through the ClassLink website, even if your password has expired or you can't remember it.**

**Click [here](#) for instructions to reset your password if you cannot remember your current password or if the current password has expired.**

**Click [here](#) to reset your password if you know the current password and it has not yet expired.**