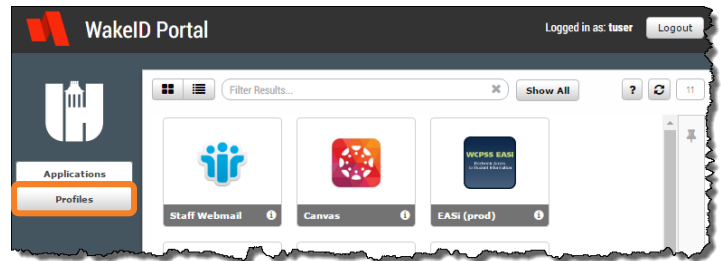




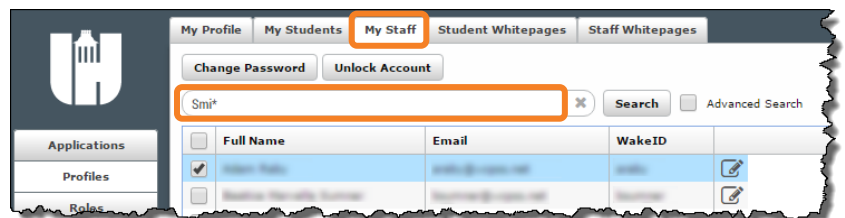
WakeID Contacts have rights to reset staff WakeID passwords at their school. Learn more about your WakeID at <http://mywakeid.wcpss.net>.

1. Using Google Chrome or Firefox, visit <http://wakeid.wcpss.net>.



2. Click **Profiles**.

3. Click the **My Staff** tab.




4. Use the **Search** field to find the staff member.

**Search tips:**

- Enter the entire last name (e.g. Smith).
- Enter the entire WakeID (e.g jsmith).
- Use an asterisk \* to do a partial search by last name or WakeID.
  - e.g. **Smi\*** will find Smied, Smiley, Smith...
  - e.g. **\*ith** will find Edith, Griffith, Smith...

5. Click **Search**.

6. Click the **edit icon**  located in the last column for the required staff member.



7. **Check** the box to **Reset Password to Employee Number**.

8. Click **Save**.

- Allow 2-5 minutes for the password reset to take effect.

