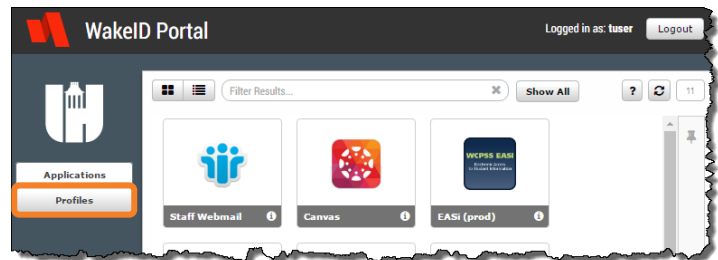


WakeID Contacts have the ability to reset staff WakeID passwords at their school. Learn more about your WakeID at <http://mywakeid.wcps.net>.

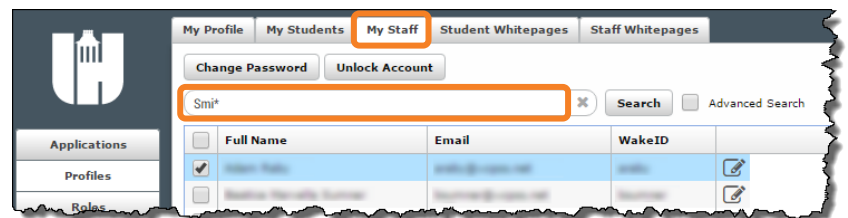
1. Using **Google Chrome** or **Firefox**, visit <http://wakeid.wcps.net>.

2. Click **Profiles**.



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


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



Search tips:

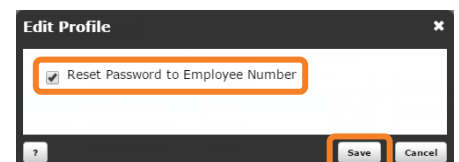
- Enter entire last name (e.g. Smith).
- Enter entire WakeID (e.g jsmith).
- Use an asterisk * to do a partial search by last name or WakeID.
 - e.g. **Smi*** will find Smied, Smiley, Smith...
 - e.g. ***ith** will find Edith, Griffith, Smith...

5. Click .

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



7. Click checkbox next to **Reset Password to Employee Number**.



8. Click **Save**.

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