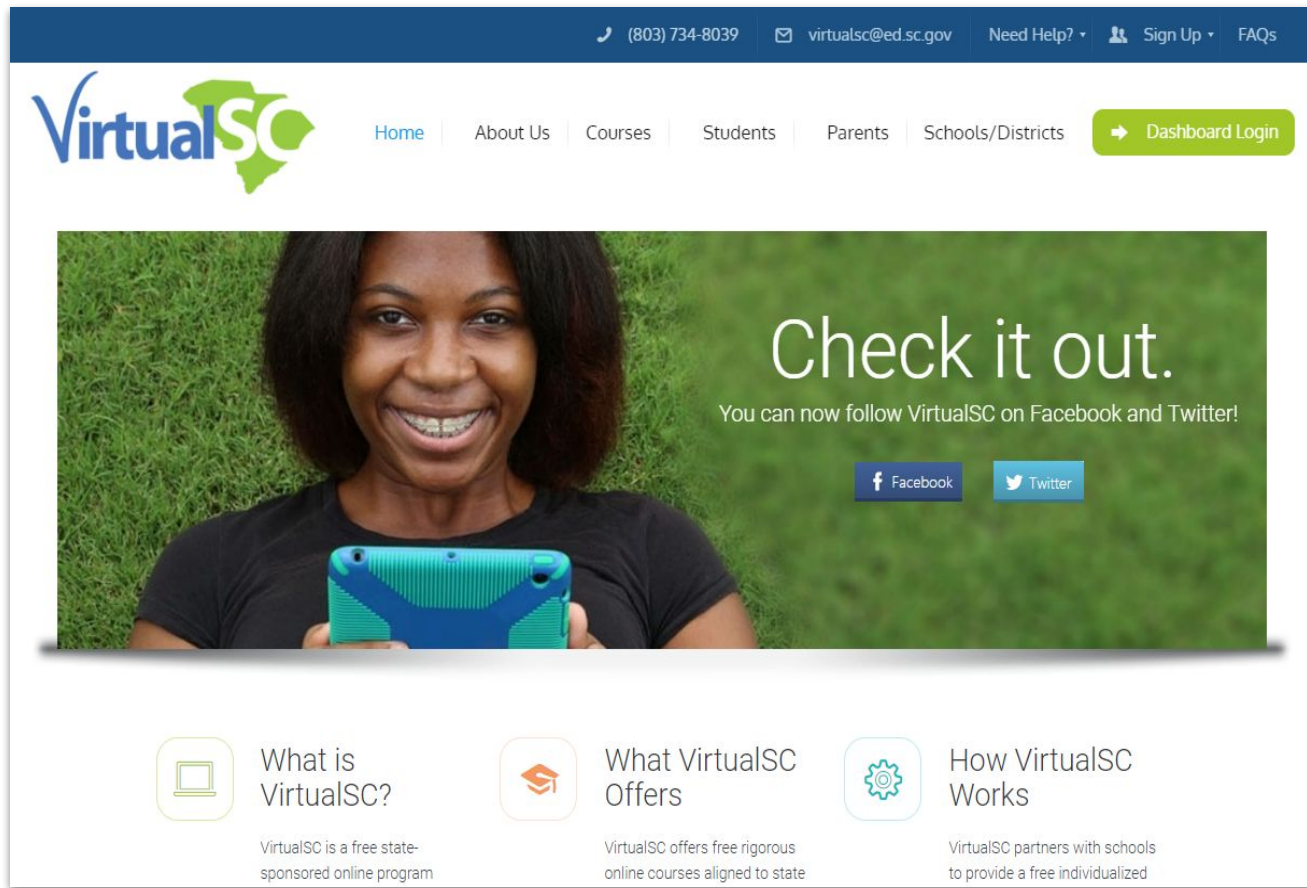


How to Reset a Student's Password



Step 1

Visit
<http://virtualsc.org>

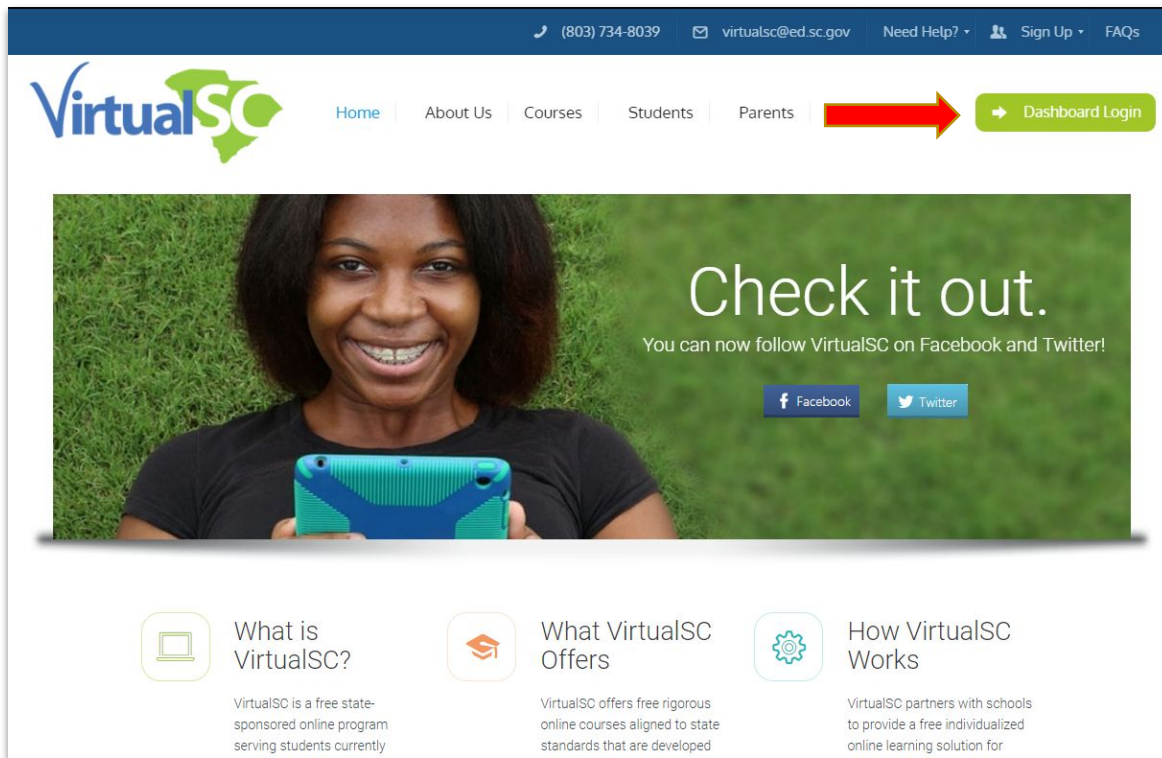


The screenshot shows the VirtualSC website homepage. At the top, there is a dark blue navigation bar with contact information: a phone icon, the number (803) 734-8039, an email icon, the address virtualsc@ed.sc.gov, and links for 'Need Help?', 'Sign Up', and 'FAQs'. Below this is the VirtualSC logo, which consists of the text 'VirtualSC' in blue and green, with a green outline of the state of South Carolina. To the right of the logo is a horizontal menu with links for 'Home', 'About Us', 'Courses', 'Students', 'Parents', and 'Schools/Districts'. A green button with a white arrow and the text 'Dashboard Login' is positioned to the right of the menu. The main content area features a large image of a smiling Black woman holding a blue tablet. To the right of the image, the text reads 'Check it out.' followed by 'You can now follow VirtualSC on Facebook and Twitter!'. Below this text are two social media buttons: a blue Facebook button and a light blue Twitter button. At the bottom of the page, there are three columns of content. The first column has a laptop icon, the heading 'What is VirtualSC?', and the text 'VirtualSC is a free state-sponsored online program'. The second column has a graduation cap icon, the heading 'What VirtualSC Offers', and the text 'VirtualSC offers free rigorous online courses aligned to state'. The third column has a gear icon, the heading 'How VirtualSC Works', and the text 'VirtualSC partners with schools to provide a free individualized'.



Step 2

Choose the Dashboard Login button



The screenshot shows the VirtualSC website homepage. At the top, there is a dark blue navigation bar with contact information: a phone icon, the number (803) 734-8039, an email icon, the address virtualsc@ed.sc.gov, a 'Need Help?' dropdown, a user icon, 'Sign Up', and 'FAQs'. Below this is the VirtualSC logo and a horizontal menu with links for 'Home', 'About Us', 'Courses', 'Students', and 'Parents'. A red arrow points from the 'Parents' link to a green 'Dashboard Login' button. The main content area features a large image of a smiling woman holding a blue tablet. To the right of the image, the text reads 'Check it out.' followed by 'You can now follow VirtualSC on Facebook and Twitter!'. Below this text are two social media buttons for Facebook and Twitter. At the bottom, there are three columns of content, each with an icon and a title: 'What is VirtualSC?' (laptop icon), 'What VirtualSC Offers' (graduation cap icon), and 'How VirtualSC Works' (gear icon). Each column contains a short paragraph of text.

(803) 734-8039 virtualsc@ed.sc.gov Need Help? Sign Up FAQs

VirtualSC

Home About Us Courses Students Parents **Dashboard Login**

Check it out.

You can now follow VirtualSC on Facebook and Twitter!

Facebook Twitter

What is VirtualSC?

VirtualSC is a free state-sponsored online program serving students currently

What VirtualSC Offers

VirtualSC offers free rigorous online courses aligned to state standards that are developed

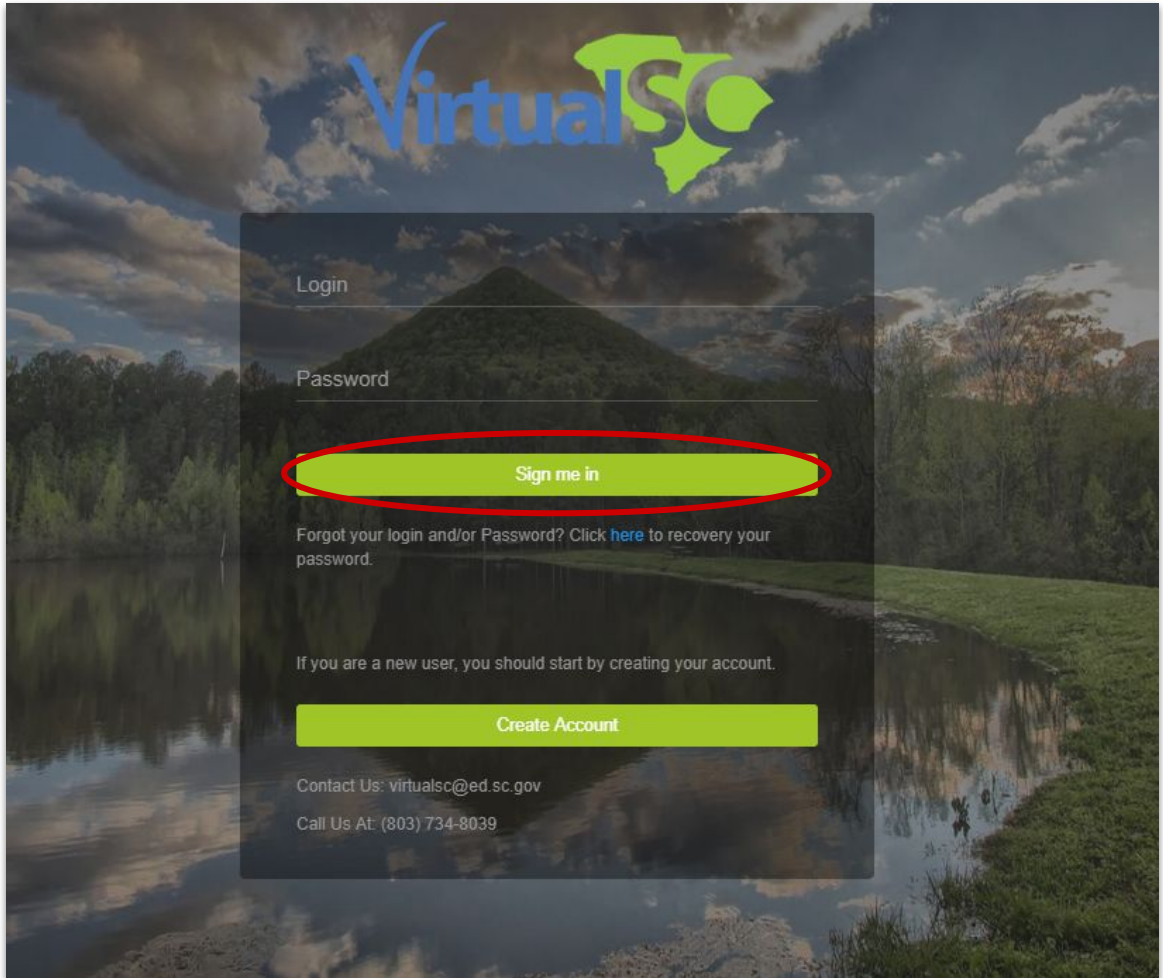
How VirtualSC Works

VirtualSC partners with schools to provide a free individualized online learning solution for



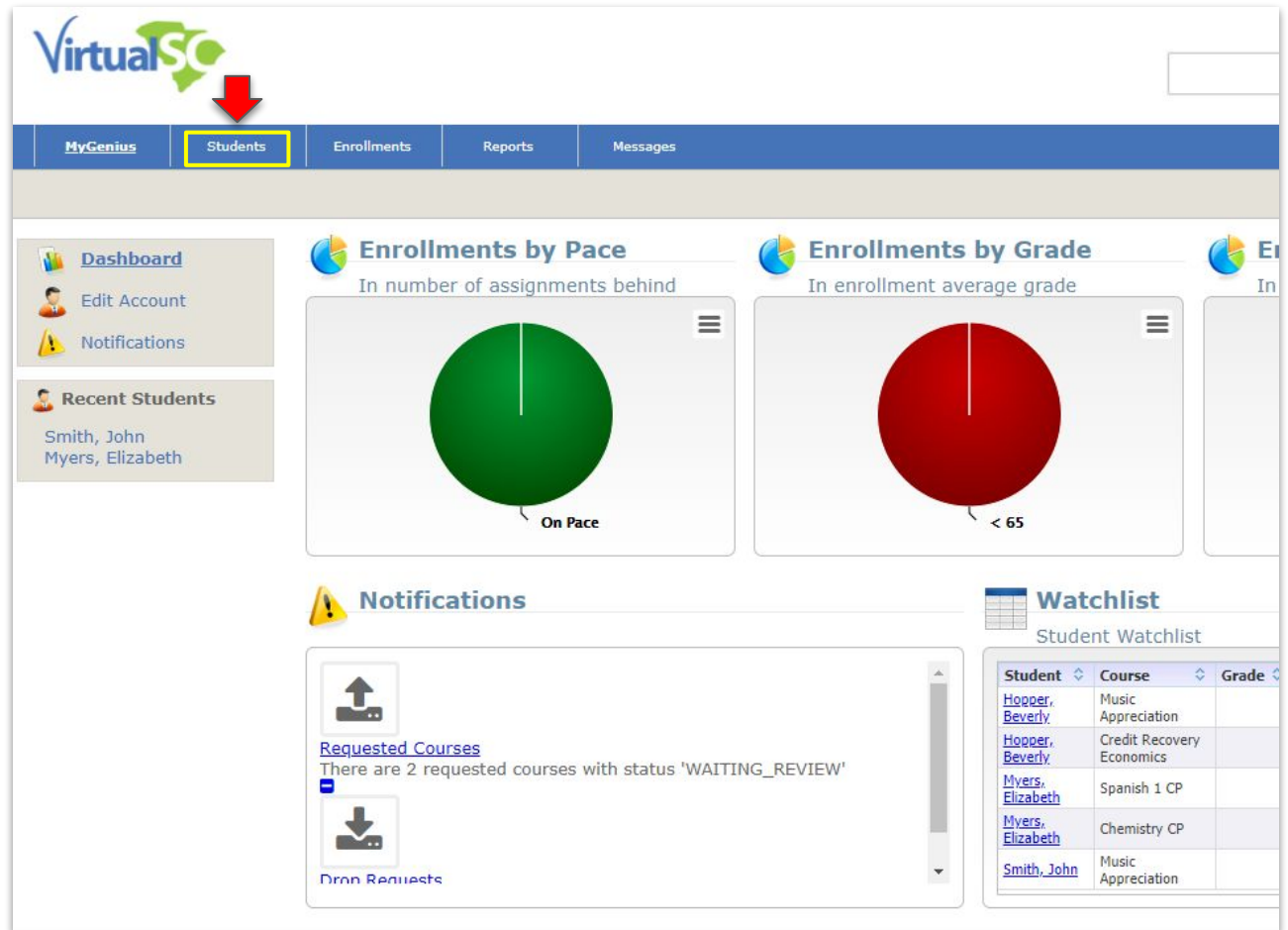
Step 3

Enter your username and password to select Sign Me In



Step 4

Click on the **Students** tab in the blue taskbar



The screenshot shows the VirtualSC dashboard interface. At the top left is the VirtualSC logo. Below it is a blue navigation bar with tabs: MyGenius, Students (highlighted with a yellow border and a red arrow pointing to it), Enrollments, Reports, and Messages. On the left side, there is a sidebar menu with options: Dashboard, Edit Account, Notifications, and Recent Students (listing Smith, John and Myers, Elizabeth). The main content area is divided into several sections:

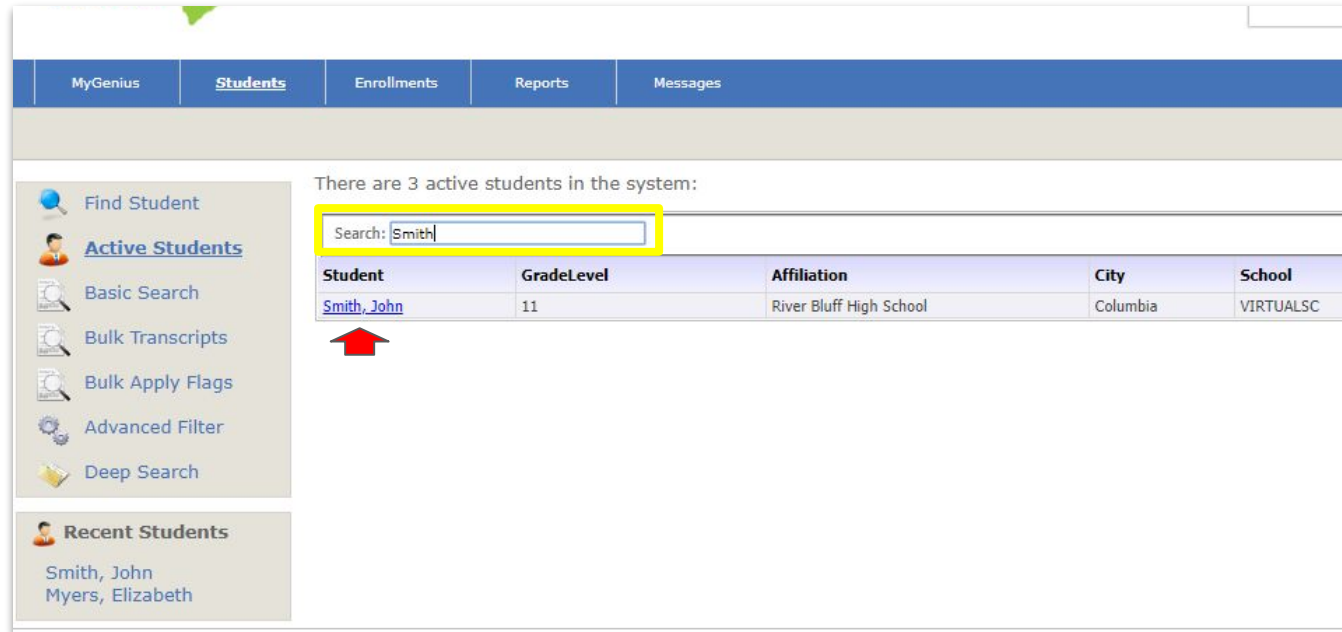
- Enrollments by Pace:** A green pie chart showing 'On Pace'.
- Enrollments by Grade:** A red pie chart showing '< 65'.
- Notifications:** A section with a yellow warning icon. It contains a 'Requested Courses' notification: 'There are 2 requested courses with status 'WAITING_REVIEW''. Below it is a 'Drop Requests' notification.
- Watchlist:** A section titled 'Student Watchlist' containing a table with columns for Student, Course, and Grade.

Student	Course	Grade
Hopper, Beverly	Music Appreciation	
Hopper, Beverly	Credit Recovery Economics	
Myers, Elizabeth	Spanish 1 CP	
Myers, Elizabeth	Chemistry CP	
Smith, John	Music Appreciation	

Step 5

Use the Search box at the top of the list of students

Click on the student you want to view



MyGenius **Students** Enrollments Reports Messages

Find Student
Active Students
Basic Search
Bulk Transcripts
Bulk Apply Flags
Advanced Filter
Deep Search

Recent Students
Smith, John
Myers, Elizabeth

There are 3 active students in the system:

Search:

Student	GradeLevel	Affiliation	City	School
Smith, John	11	River Bluff High School	Columbia	VIRTUALSC

Step 6

Under the Basic Information block, click the Reset Password

An email will be sent to the student's email address on file with the username and password

VirtualSC

MyGenius **Students** Enrollments Reports Messages

Smith, John

Main Information
Main Page
Dashboard
Edit Information
External Files
View Calendar
Guardian Accounts

Basic Information

Student ID: 44 Preferred Name:
Name: Smith, John Date of Birth: 06/16/1999
Gender: Male Status: ACTIVE
Grade: 11 Enrollment Status: -1
Phone: (803) 555-5555 Email: johnsmithtesting@gmail.com
School: Virtual SC Affiliation: River Bluff High School
Username: JSmith Secondary Affiliations: Lexington 01

LMSIDs:	LMS	LMSID
	MoodleRooms	JSmith

Reset Password Sync with LMS Login as user

Academic Snapshot

This student is currently enrolled in 1 section(s):

Section	Semester	Teachers	StartDate	Grade
Music Appreciation Fall 2018 (Hall)	Fall 2018	Dublin, TeacherDublin2	08/29/2018	

Recent Communications

Here are the last communications with this student:



Congratulations!

You have completed the steps required to reset a student's password

Please feel free to contact VirtualSC Student Services for any additional assistance at 803-734-8039

