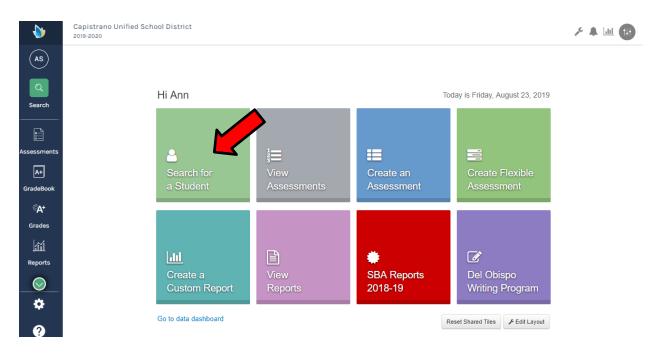# Guide on How to Reset a Student's Password in Illuminate

Step 1 – Login to Illuminate –

https://capousd.illuminateed.com

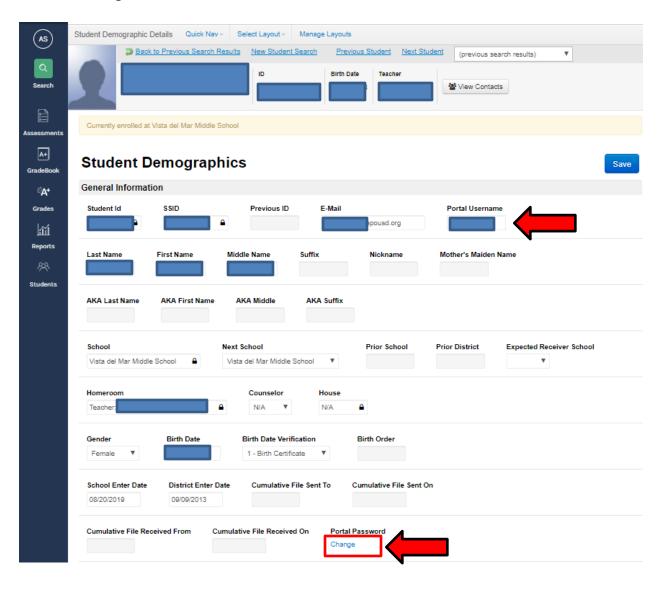Step 2 – Click on the green tile titled **"Search for A Student"**.

Step 3 – Enter the Student's 7 digital ID number and click on **"Search"**. If you do not have the student ID number, you can search by last name and/or first name.
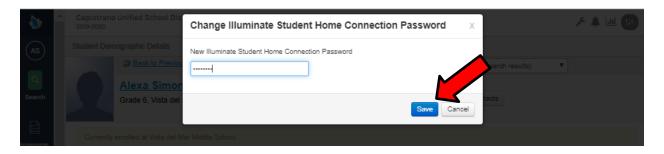
Step 4 – The screen will display the student's demographic details. Click on the blue "**Change**" under the Portal Password.

Note: If the Portal Username is empty, please contact Ann Tademy at astademy@capousd.org in the Assessment department to have an Illuminate account set up for this student.

Step 5 – Enter the student's 7 digit ID number with a small "a" (i.e. 7465937a) and click **"Save"**.

Congratulations! You have reset this student's password.