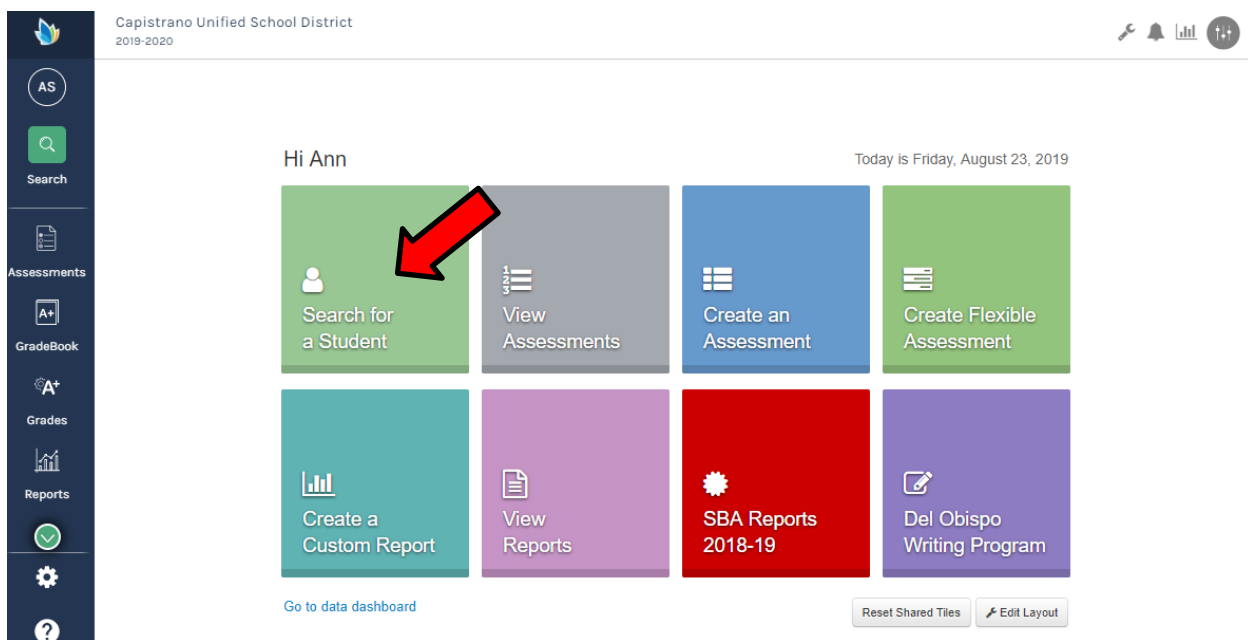


# Guide on How to Reset a Student's Password in Illuminate

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.

The screenshot shows the 'Student Search' form. It includes input fields for 'Local Student ID', 'State Student ID', 'Last Name', 'First Name', 'Middle Name', and 'Gender'. Below these are fields for 'Birth Date', 'Grade Level' (with checkboxes for PRE, TK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17), 'Status', and 'Site'. A red arrow points to the 'Search' button. Another red arrow points to the 'Local Student ID' field. A third red arrow points to the 'Last Name' field. A fourth red arrow points to the 'First Name' field. A fifth red arrow points to the 'Search' button.

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](mailto:astademy@capousd.org) in the Assessment department to have an Illuminate account set up for this student.

Student Demographic Details Quick Nav Select Layout Manage Layouts

[Back to Previous Search Results](#) [New Student Search](#) [Previous Student](#) [Next Student](#) (previous search results)

Currently enrolled at Vista del Mar Middle School

### Student Demographics

Save

**General Information**

Student Id	SSID	Previous ID	E-Mail	Portal Username
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="capousd.org"/>	<input type="text"/>

Last Name	First Name	Middle Name	Suffix	Nickname	Mother's Maiden Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

AKA Last Name	AKA First Name	AKA Middle	AKA Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

School	Next School	Prior School	Prior District	Expected Receiver School
<input type="text" value="Vista del Mar Middle School"/>	<input type="text" value="Vista del Mar Middle School"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

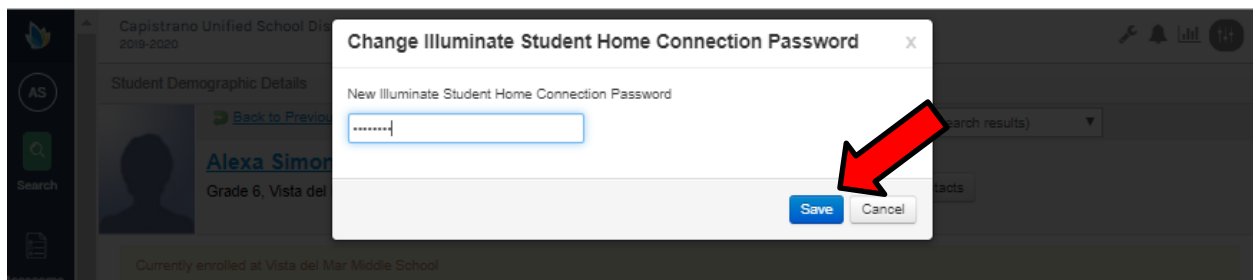
Homeroom	Counselor	House
Teacher: <input type="text"/>	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>

Gender	Birth Date	Birth Date Verification	Birth Order
<input type="text" value="Female"/>	<input type="text"/>	<input type="text" value="1 - Birth Certificate"/>	<input type="text"/>

School Enter Date	District Enter Date	Cumulative File Sent To	Cumulative File Sent On
<input type="text" value="08/20/2019"/>	<input type="text" value="09/09/2013"/>	<input type="text"/>	<input type="text"/>

Cumulative File Received From	Cumulative File Received On	Portal Password
<input type="text"/>	<input type="text"/>	<a href="#">Change</a>

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



The screenshot shows a web application interface for Capistrano Unified School District. A modal dialog box titled "Change Illuminate Student Home Connection Password" is open. It contains a text input field with a blue border and a red arrow pointing to it, containing seven asterisks. Below the input field are two buttons: "Save" (blue) and "Cancel" (grey). The background shows student demographic details for Alexa Simon, Grade 6, Vista del Mar Middle School.

Congratulations! You have reset this student’s password.