



GARDEN GROVE UNIFIED SCHOOL DISTRICT

INFORMATION TECHNOLOGY DEPARTMENT

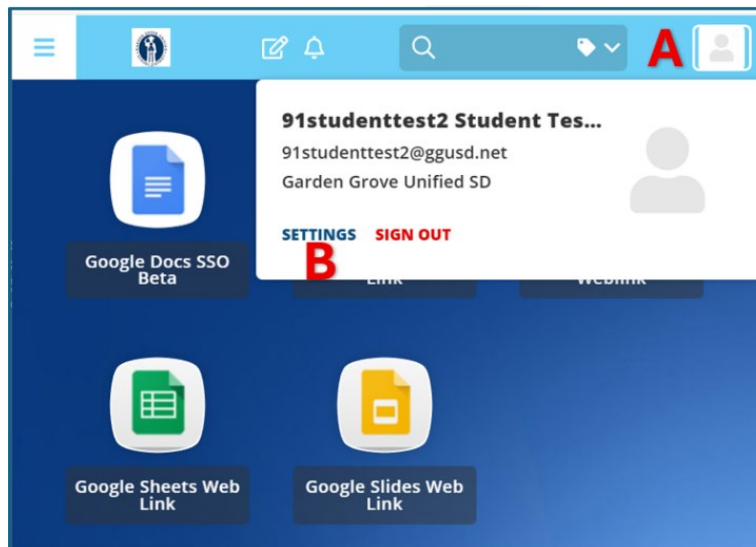
ClassLink: Self-Service Password Reset

ClassLink allows you to securely reset or recover your password at any time without contacting I.T. Follow the two-part process below: first, set up your recovery options, then use them if you ever need to reset your password.

Part I – Setup Your Password Recovery Options

Complete this setup before you need to reset your password. You only need to do this once.

Step 1: Log into your ClassLink portal at <https://portal.ggusd.us>. Once logged in, click your **profile picture (A)** in the top-right corner, then select **Settings (B)**.



Step 2: Click the **Recovery (C)** tab, then choose **Questions** as your password recovery option. When you click on the **Questions (D)** option, a new menu **(E)** appears. Select and provide answers to your security questions. Click **Save** when done.



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Part II – Recover Your Password

If you forget your password, follow these steps to reset it. You must have already completed Part I.

Step 1: Open a browser and navigate to <https://portal.ggusd.us>. Click on “**Help, I forgot my password**” **(A)** link below the Sign In box.

Garden Grove USD

Username

Password

Sign In

[Help, I forgot my password](#) **A**

Or sign in using:

Step 2: Enter your username **(B)** on the **Forget Password** screen.

Step 3: Answer the security questions **(C)** you set up in Part I.

Step 4: Enter your new password and click **Submit (D)** to save your new password.

B Forgot password? Username Submit As part of ClassLink's commitment to security, we are logging this action from 206.224.253.191 and notifying the account owner of this reset request. Go back to login page	C Please answer the following questions to reset your password. What is the middle name of your oldest child? What is your favorite color? What is your oldest sibling's middle name? As part of ClassLink's commitment to security, we are logging this action from 206.224.253.191 and notifying the account owner of this reset request. Submit Go back to login page	D Please submit your new password Your password should adhere to the following guidelines: • Minimum of ten characters • At least 3 of the 4 following criteria: • Upper case letters • Lower case letters New Password Confirm Password Submit Go back to login page
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