



Activate your CCPS ID Powered by ClassLink

Follow this guide to activate your CCPS ID account and to log-in to ClassLink for the first time.

Step 1:

Go to the ClassLink log in page:
classlink.yourcharlotteschools.net

Step 2:

Enter your CCPS ID number:
Staff - Found on the back of your ID badge (10 digits)
Students – Provided by your school or teacher (8 digits)

Step 3:

Enter your temporary password:
First Initial (capitalized)
Last Initial (lower)
Followed by your birthdate (MMDDYYYY)

Example: John Smith 12/5/1980 -- Js12051980

Step 4:

Create a new password

The new password must be at least 8 characters long and contain at least 1 number, 1 capital letter and 1 lower case letter.

The screenshot shows the CCPS Launchpad login page. At the top is the Charlotte County Public Schools logo. Below it is the text "CCPS Launchpad". There are two input fields: "Username" and "Password". To the right of the Password field is an eye icon. Below the input fields is a blue "Sign In" button and a red button that says "➔ Sign in to ClassLink (Windows only)". Below the buttons is a link that says "Help, I forgot my password". At the bottom, it says "Or sign in using:" followed by a circular icon of a hand holding a device.

The screenshot shows a Windows dialog box titled "Enter Windows password". The text inside says "Windows is requiring you to change your password before login." There are two input fields: "New Password" and "Confirm Password". Below the input fields is the text "Password policy: CCPS Password Policy". Underneath that, it says "Password must contain:" followed by a list of requirements: "8 - 16 characters", "1 Number", "1 Capital", and "1 Lower Case Letter". At the bottom right of the dialog box are "Cancel" and "Submit" buttons.

Step 5: (Staff only)

Setup Multi-Factor Authentication

Choose a MFA method (Mobile, SMS, Image)

- **Mobile:** This uses an app that generates a One-Time passcode every 30 seconds
- **SMS:** You will receive texts to your phone. This could incur cost depending on your phone plan.
- **Image:** Choose an image from a list of images

Step 6: (Staff only)

Password Recovery Setup

Choose at least one password recovery method to set up. (The more recovery options the better!)

- **Mobile Phone:** Enter your number and a code will be texted to your phone for verification
- **Email:** Use a **personal** email address where the email can be delivered. This is used only for password recovery.
- **Questions:** Answer any of the predefined questions or create your own. Just know that if you ever have to use this method, the answers must match exactly.

