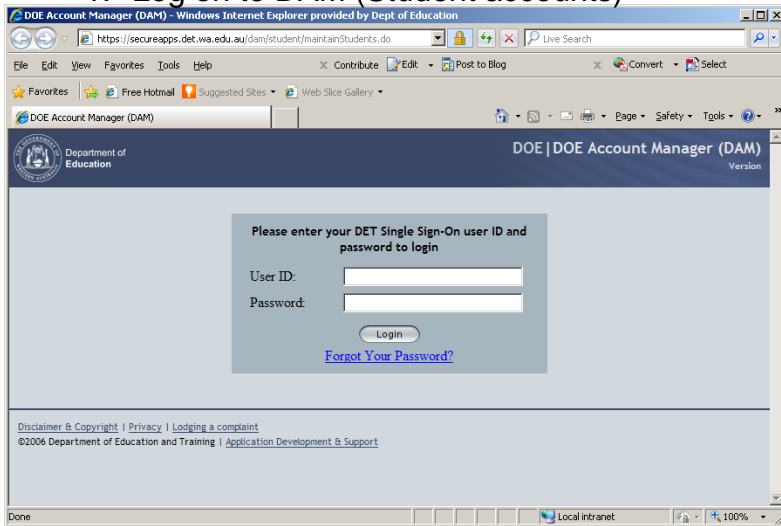
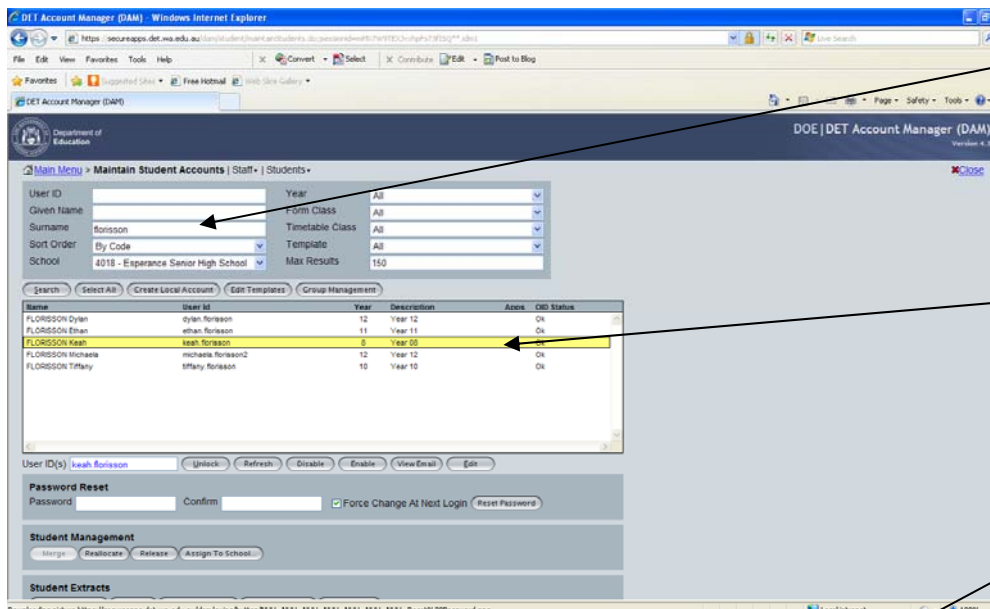


# DAM (DOE Account Manager) Student Password reset

## 1. Log on to DAM (Student accounts)



2. The DAM shortcut is available from the Student Shortcuts folder (found on a student PC) or ESHS Shortcuts if you are logged on to a PC.



3. Type the student's surname into the surname box and press enter

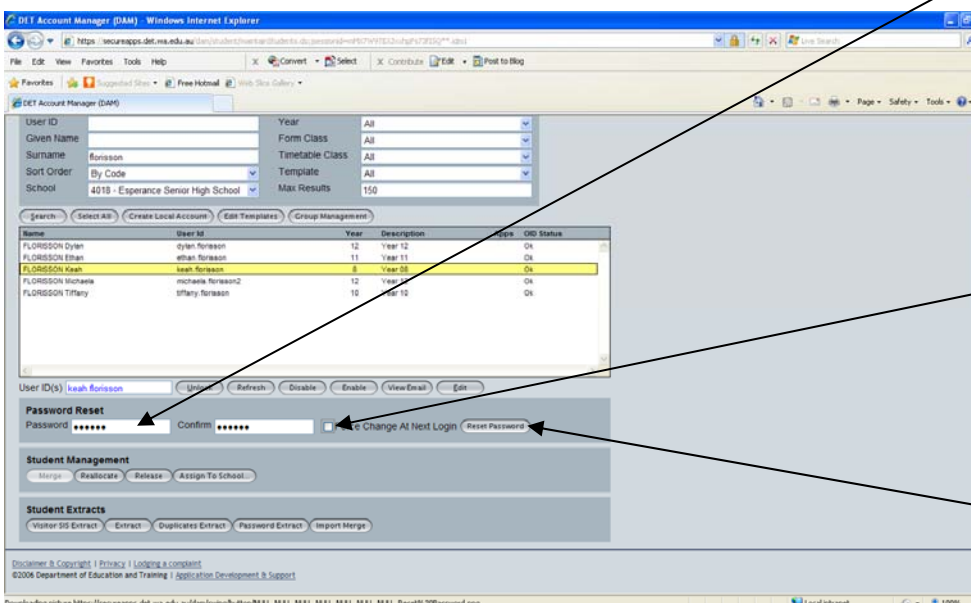
4. Select the correct student from the list.

5. Set the student password to Testing 01.

Students must use:

- Minimum 8 letters
- Minimum 1 capital
- Plus minimum 1 additional number
- Nothing to do with their names
- Nothing to do with the school's name
- Cannot contain "password"

Make sure the "Force change at next log on" box is TICKED



6. Press the reset password button. The student's password is now reset for the network, connect, portal, webmail.