

Setting or Resetting a TeachPoint Password 2012 Nov 14 v1.1 (A.Epstein)

This tutorial will illustrate how to create or reset a password in TeachPoint.

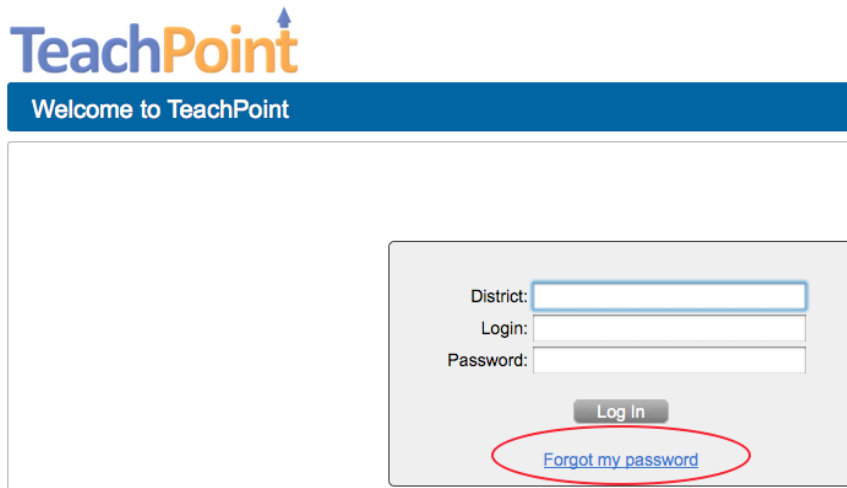
1. Request a TeachPoint Password (or reset)

Using a web browser, surf over to:

<http://goteachpoint.com>

Click on the Sign In link in the upper right.

On the Sign In page, click the Forgot My Password link at the bottom. *(Do not fill in the boxes here.)*



TeachPoint

Welcome to TeachPoint

District:

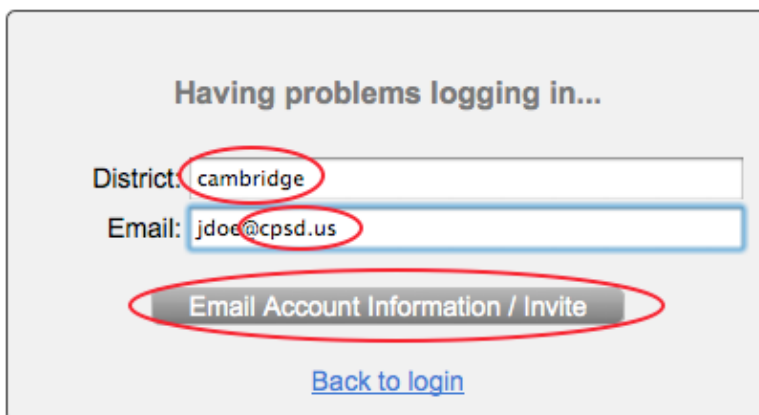
Login:

Password:

Log In

[Forgot my password](#)

On the next screen, fill in the District and your full CPS email address. Be sure the District "cambridge" is in lowercase, and your email address includes "@cpsd.us" .



Having problems logging in...

District:

Email:

Email Account Information / Invite

[Back to login](#)

Then click Email Account Information / Invite. TeachPoint will send you an email.

2. Open Email from TeachPoint Support

In FirstClass, open the email message you receive from TeachPoint Support. Depending upon whether you previously obtained a password to TeachPoint, you will get one of the two messages described below.

2a. New TeachPoint Password

If this is your first time and you do not already have a TeachPoint password, you will receive this email:

Your TeachPoint Account

Your requested account credentials are incomplete. Follow the link below to access your account and set your password. After setting your password, you can login using your district ID, username, and new password.

District ID: cambridge

Username: jdoe

<https://tp1.goteachpoint.com/faces/public/invite.xhtml?district=cambridge&login=jdoe&code=bqfms1h60jqn0jlbta66e6upasfkrfrl9aq7hcv6h04qr8f6c3hto9fgq5ir>

This link will expire in 7 days. Note that all fields are case sensitive.

Please change your password as soon as possible to maintain security.

Make a note of the District ID and your Username, and click on the long web link. This will bring you to your profile page where you can choose a password for your TeachPoint account. Leave all the other data on this page as it is. *(NB: If the other data is in error, please contact the Help Desk by email.)*

Be sure to click Save when you are finished.

The screenshot shows the TeachPoint interface for Cambridge Public Schools. At the top, the TeachPoint logo is on the left, and the user's name 'John Doe' and a 'Logout' link are on the right. Below the header, there is a 'Sort Users' link and a dropdown menu for 'CRLS' showing 'John Doe CRLS'. The main content area is titled 'My Account' and contains several input fields: 'First Name' (Jocelyn), 'Last Name' (Doe), 'Login' (jdoe), 'Password' (masked with dots), and 'Email' (jdoe@cpsd.us). The 'Password' field and the 'Save' button at the bottom right are circled in red.

2b. Existing TeachPoint Password

If you already have a TeachPoint password, in the email you will receive your existing credentials, including your current password:

Your TeachPoint Account

Your requested account credentials are:

District ID: cambridge

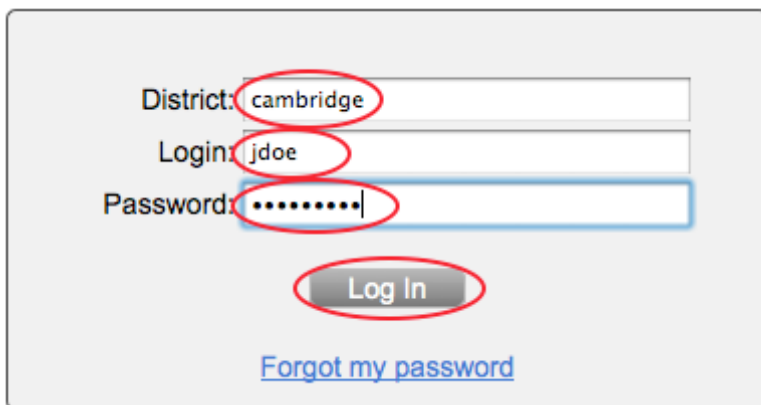
Username: jdoe

Password: xyz123*&^

Please change your password as soon as possible to maintain security.

3. Normal TeachPoint Login

Now that you have a valid TeachPoint password, you may return to the TeachPoint login page (<http://goteachpoint.com>) and enter your credentials in the Sign In screen. (*NB: be sure that "cambridge" is in lowercase.*)



The image shows a login form with three input fields: "District:" containing "cambridge", "Login:" containing "jdoe", and "Password:" containing "*****". A "Log In" button is located below the fields, and a link "Forgot my password" is at the bottom. Red circles highlight the "District:" field, the "Login:" field, the "Password:" field, and the "Log In" button.