Staff – Resetting a Student’s Password Instructions

- Go into DET Portal and log in
- Click on the My applications TAB

Then click on EMU – Educational Management Utility

This screen will appear. Click on the tab called User Management
In this screen choose from the groups that you require – Location Name, Group Name, Username, Last Name, First Name or Student number. Then click on Search.

The next screen is where you can change student’s passwords. Simply click on the radio button next to the User ID.

Then click on Reset Pwd. This will take you into the last screen.
If you click into the **text box next to New Password**, you can give the student any password that they like.

Click on **Submit** and it will then tell you if the change was successful, or not.

Don’t forget to **Sign Out** at the end 😊.