

How to reset student passwords

1. URL “studentpss.pwcs.edu” and last year’s “password QR codes” no longer work
2. Students needing to create a password (or reset it) must go to: <https://toolbox.pwcs.edu>

The screenshot shows a web browser with the address bar containing <https://toolbox.pwcs.edu/>. Below the address bar is a dark blue header with the word "Toolbox" in white. The main content area features the PWCS logo (a blue graduation cap with a yellow star) and the text "PRINCE WILLIAM COUNTY PUBLIC SCHOOLS LAUNCHING THRIVING FUTURES". There is a "Login" section with a "Go" button. A red circle highlights a "Password Help" link, with a red arrow pointing from a text box to it. Below the login section, there is a link that says "Don't have an account yet? Claim your account." and a blue button labeled "Claim My Account".

Step 1:
Go to the internet and type <https://toolbox.pwcs.edu> in the Address Bar

Step 2:
Click on “Password help”

The screenshot shows the same PWCS logo and header as in Step 2. Below the logo, there is a "Help Links" section with a "Back" link. Two blue buttons are visible: "Forgot My Password - Student" and "Contact the Help Desk". A red box highlights the "Forgot My Password - Student" button, with a red arrow pointing from a text box to it.

Step 3:
Click on “Forgot my password”

The screenshot shows a "Step 1" form titled "Answer the following questions:". It contains three input fields: "Username (Do NOT include the @pwcs-edu.org):", "Student Number:", and "Birth Date (use YYYY-MM-DD and include dashes):". A red box highlights the "YYYY-MM-DD" format in the birth date label, with a red arrow pointing from a text box to it. At the bottom of the form is a "Next" button with a right-pointing arrow.

Step 4:
While answering the questions, note that the birth date format has changed. Instead of month-day-year, it is now: **year-month-day**