

## How to Reset Student Passwords from the I Have A Plan Iowa® Professional Center

1. Sign into your Professional Center at:  
<http://procenter.ihaveaplaniowa.gov>.



2. Select **Students & Groups**, then locate the student whose password you wish to reset using one of the three search options.



3. Click on the student's last name to open their portfolio.

<input type="checkbox"/>	<a href="#">Test</a>	Test	2010
<input type="checkbox"/>	<a href="#">Test</a>	Xap	2015
<input type="checkbox"/>	<a href="#">Test</a>	Julie	2015

An orange arrow points from the text in step 3 to the 'Test' link in the second row of the table.

4. Click the **View account name or reset password** link.



5. The student's account name will appear on the resulting page. Determine a temporary password for the student and enter it in the password field. Click **Save**.

**NOTE:** Passwords can be 5-12 characters long and cannot contain spaces.

6. The student should use this password to sign into [www.IHaveAPlanIowa.gov](http://www.IHaveAPlanIowa.gov). After sign-in, they will be prompted to enter a new password.

**HINT:** The temporary password you created for the student can also be used for their permanent password.

