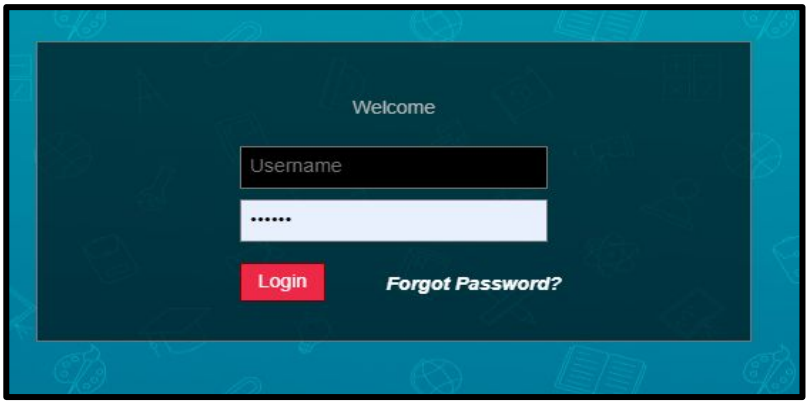
Lockport City School District

Tech Tips

Student Portal – LOGIN

To Login: Students can use the link below or scan the QR Code**:**

https://studentportal.wnyric.org/lockport



Username: Enter your 9-digit student ID number

Password: Enter your password

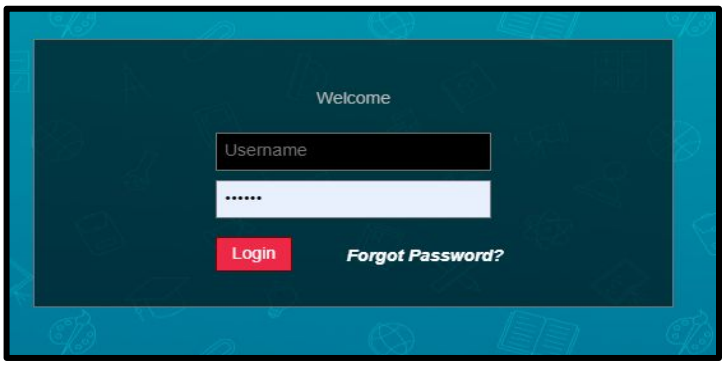
Click Login

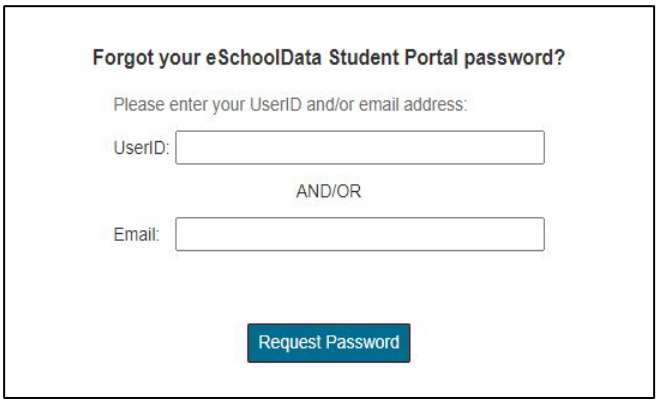
Lockport City School District

Tech Tips

Student Portal – FORGOT PASSWORD

If you have forgotten your Student Portal Password:





Click on Forgot Password

Enter your District Gmail address in the Email field

Click on "Request Password"

You will receive the following message:

Your password request has been sent. Please check your email to retrieve information to update your password.

Check your District email for the password reset link

Click on the link provided

Enter new password: Type in your selected password (choose something that you will remember)

Confirm new password: Retype your new password

Click Change Password

You will receive a message that indicates that the password has been changed and to check your email for additional instructions.

Go back to your District email and Click on the new link.

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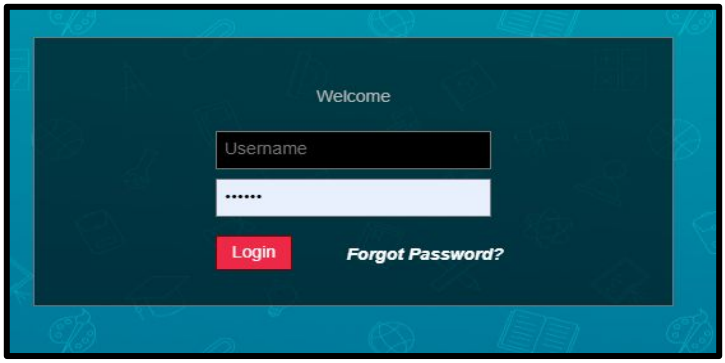
Student Portal – FORGOT PASSWORD continued. . .

The new link will bring you back to the Student Portal Login screen



Username: Enter your 9-digit student ID number

Password: Enter the password that you just picked – **Click Login**

You should now have access to your Student Portal Account.

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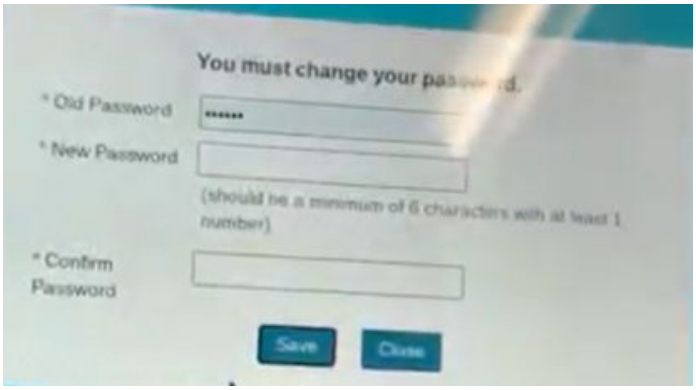
If you receive the next window it is important to note that the password you just set has now become your "old password"



Enter your Old Password

Enter a New Password OR use the same one you just set

Confirm your New Password - Retype your selected password

Click on Save

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Tech Tips

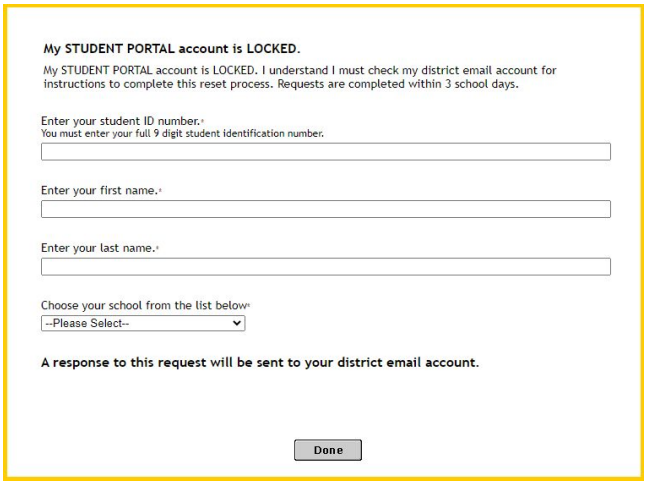
Student Portal – LOCKED

Use the link below or scan the QR Code:

https://www.lockportschools.org//cms/module/selectsurvey/TakeSurvey.aspx?SurveyID=310

Click on Student Portal Account Reset

Complete the short form:



My STUDENT PORTAL account is LOCKED.

My STUDENT PORTAL account is LOCKED. I understand I must check my district email account for instructions to complete this reset process. Requests are completed within 3 school days.

Enter your student ID number.*
You must enter your full 9 digit student identification number.

Enter your first name.*

Enter your last name.*

Choose your school from the list below*
--Please Select--

A response to this request will be sent to your district email account.

Done

Enter your 9-digit student ID number

Enter your First Name, Enter your Last Name

Choose your building from the dropdown

Click Done

A response to this request will be sent to your district email.

THIS RESET CAN TAKE UP TO 3 DAYS.