

## Logging Into FAST for the First Time

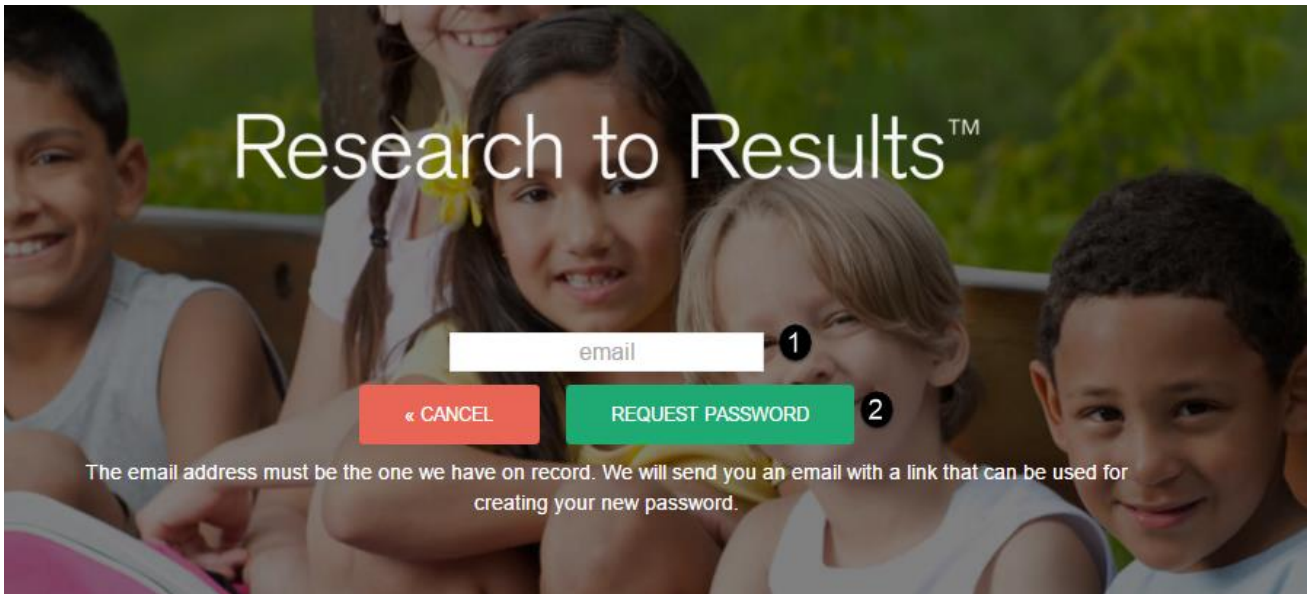
Unlike other accounts, Classroom Users (Teachers) need to create a password before they can log into FAST. To request a password, go to our website: [www.fastbridge.org](http://www.fastbridge.org) and click the "LOG IN" button. This will open up the login page.

PLEASE NOTE: *During July and August, you may have to select the appropriate school year. Two options are listed to account for summer sessions in the current year overlapping with early starting schools in the upcoming year.*

On the login page, click "REQUEST PASSWORD?"



On the request password page, enter your school email address, and click "REQUEST PASSWORD?"



This will send you an email with a link for creating a new password. Enter your new password (both places), and click "Submit".

Change password	
Email Address	samplename@SampleEmployer.edu
User Id(s)	gproctor84 (The password of all these user ids will be updated.)
New password*	<input type="password"/> Must be 8-25 characters long.
Re-enter new password*	<input type="password"/> Must match the password you entered just above.
<p>Password Information: We recommend that your password is not a word you can find in the dictionary, includes both capital and lower case letters, and contains at least one special character (1-9, !, *, _, etc). Your password will be encrypted and stored in our system. Due to the encryption, we cannot retrieve your password for you. Please take care not to lose your password.</p>	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Once you receive confirmation that your password was accepted, you can return to the login page to enter FAST.



**Having Trouble?** Common problems:

You are not using the same email address that is associated with your account in FAST.

*Solution:* Try a different school email address.

Your email address is in FAST, but your account has not been enabled.

*Solution:* Contact your School or District Manager.

If you continue to have problems, please contact your School or District Manager. Your School or District Manager can reset your password, which will enable you to log in directly.

Once you are logged in to FAST, you can change your password by going to **fast tools > My password**.