

Passwords

Passwords expire 120 days after they were last reset.

How to change a password:

If the pupil knows their current password, follow these steps:

- If a password expires, or needs to be reset and the pupil knows their old password go to <https://services.c2kni.net/ums>.
- Enter the required details as per the screenshot below and the new password will be registered.

Change Password

Please complete all fields marked with *


Username *

Current Password *

New Password *

Re-enter Password *

Verification * Type the characters shown in the image below



Change Password

If the password expires and the pupil can't remember their current password:

- Email info@chs.cookstown.ni.sch.uk and ask for the password to be changed. Please give the pupil's C2K username in the email.

If the pupil doesn't have access to email, their parent or guardian should:

- Email resetmypassword@c2kni.org.uk and provide the following information:
 - Student First Name and Surname
 - Student Date of Birth
 - Student Username
 - Name of School
 - School Address

EA staff will then make contact with the parent/guardian who will be asked to provide some additional details to verify the pupil's identity. The member of C2k staff will check the details provided against the records held in the school and once verified, will reset the pupil's password.