

Steps to Setting Passwords

1. You must first enable passwords to begin this process. To do so, hold down the option, ctrl, and cmd keys all at the same time and press the P key with your other hand.
2. You should see that password protection is turned off. Type in the master password to turn it on and press enter. You will get a message that password protection is turned on.
3. At this time, if no passwords have been assigned to any files, students can enter the files with the generic password 'WRITE'. Once a password is set on an AlphaSmart file, 'write' will no longer work.
4. Go to the file you want to protect. It will ask you to enter a password. Type 'write' and press enter.
5. Now you are ready to set the password for this file. To do so, press down option and command and press P. For the current password, type 'write' and press enter. Then type in the password you want it to be and press enter. You must do this once more to confirm the new password.
6. Now any time you want to enter that file, you must know that new password. The only other way to get into the file is for the teacher to type in the master password. If you do not want to use passwords, you can go back to step one and following the same steps, disable passwords.

NOTE: If you set a password it remains there anytime passwords are enabled unless you set it back to 'write'. So, if you set passwords for a file and then don't want to use that password anymore, you might want to have the students go back to step 5, type in the current password and make the new password 'write' again.