Renaissance Place
Clearing Locks

Note: Teachers may clear locks for students in their class. School Admins may clear locks for any teacher or student in their school.

**Student Locks** (Teachers and School Admins)

1. Log into your Renaissance Place account.
2. Under Renaissance Place, select **Personnel, Students, and Parents**.
3. Select **Clear Locked Students**.

**Teacher Locks** (School Admins only)

1. Log into your Renaissance Place account.
2. Under Renaissance Place, select **Personnel, Students, and Parents**.
3. Select **Clear Locked Personnel**.