portal, security, logins, admin essential

# Accessing Passwords for Parents and Students

## Parent Logins

- Step 1. Go to Admin» Parent Info» Find/Add Parents
- Step 2. Search for a parent as shown below



- Step 3. Click on the parent's username to view or change password, username, or expiration for the user



- Step 4. Choose the new password and SAVE
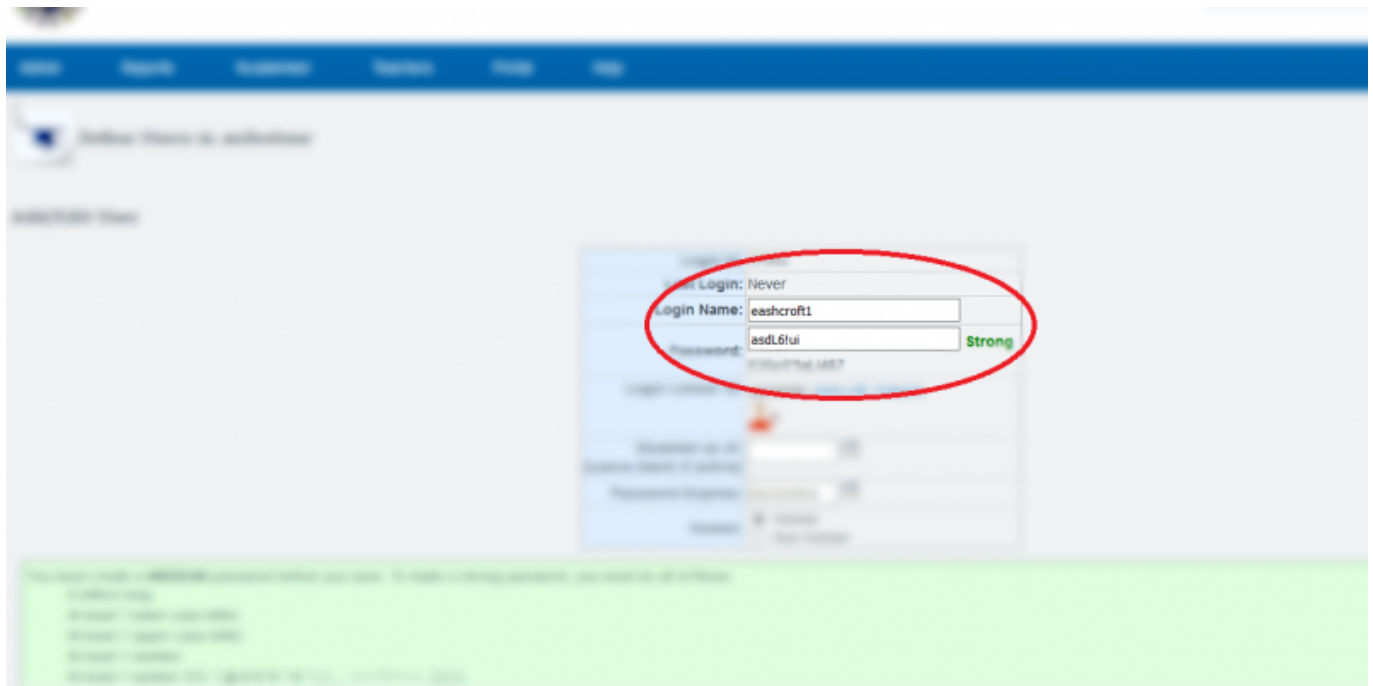
## Student Logins

- Step 1. Go to Admin» Settings» Security» Security
- Step 2. Choose Student Logins/Users to view user information



- Step 3. Choose appropriate filters to narrow down criteria and update
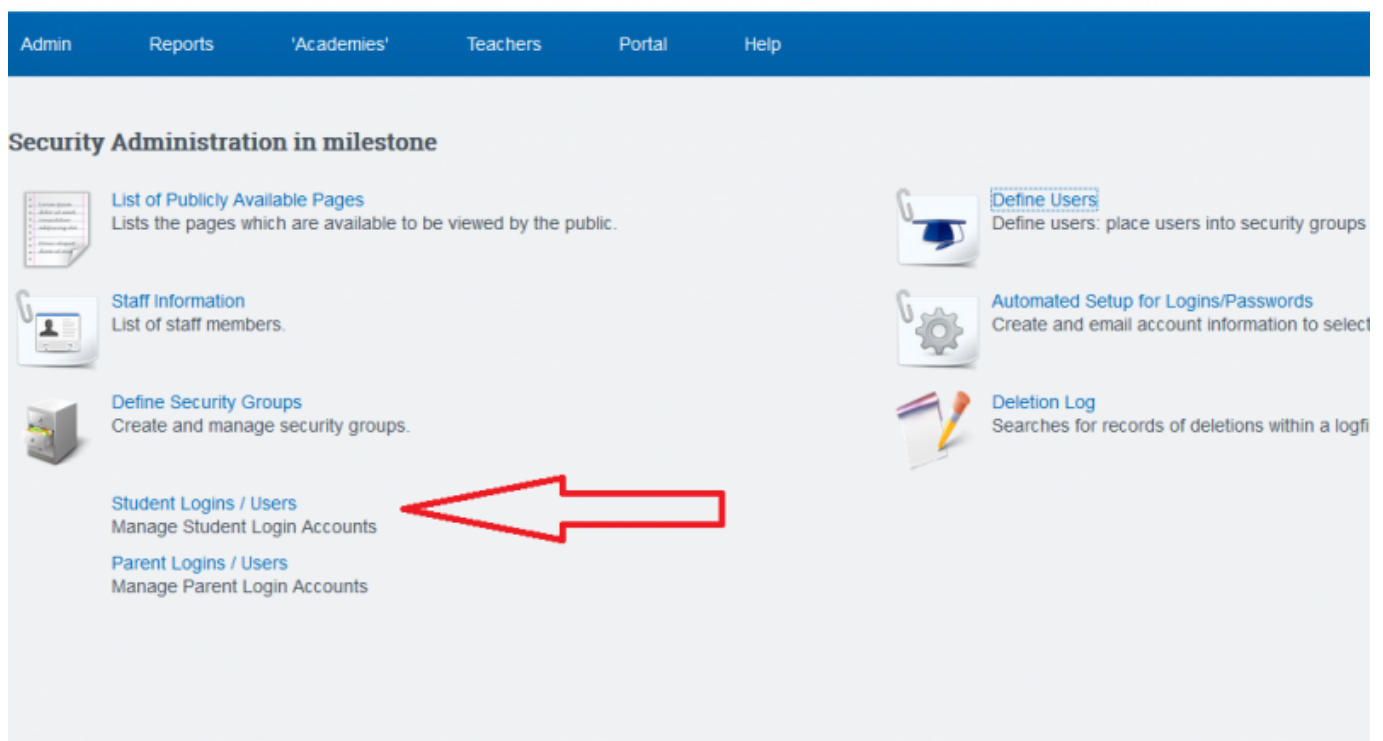- Step 4. Select checkbox at top left corner to reveal the passwords

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