

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

AdminReportsAcademiesTeachersPortalHelp

Type to quick page find

SearchListBatch PrintFamily Info

Search for parents and the students related to them by entering the parent's information below. (partial names are ok)

Parent's Last Name

Ash

Ashcroft

Parent's First Name

Search

Show Parent List

OR Search for parents associated to a student by entering the student's information below.

Student's Last Name


Student's Local ID

Student's First Name

Search

Embedded Files


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



Recent Pages

Enter search text





Students



AdminReportsAcademiesTeachersPortalHelp

Type to quick page find

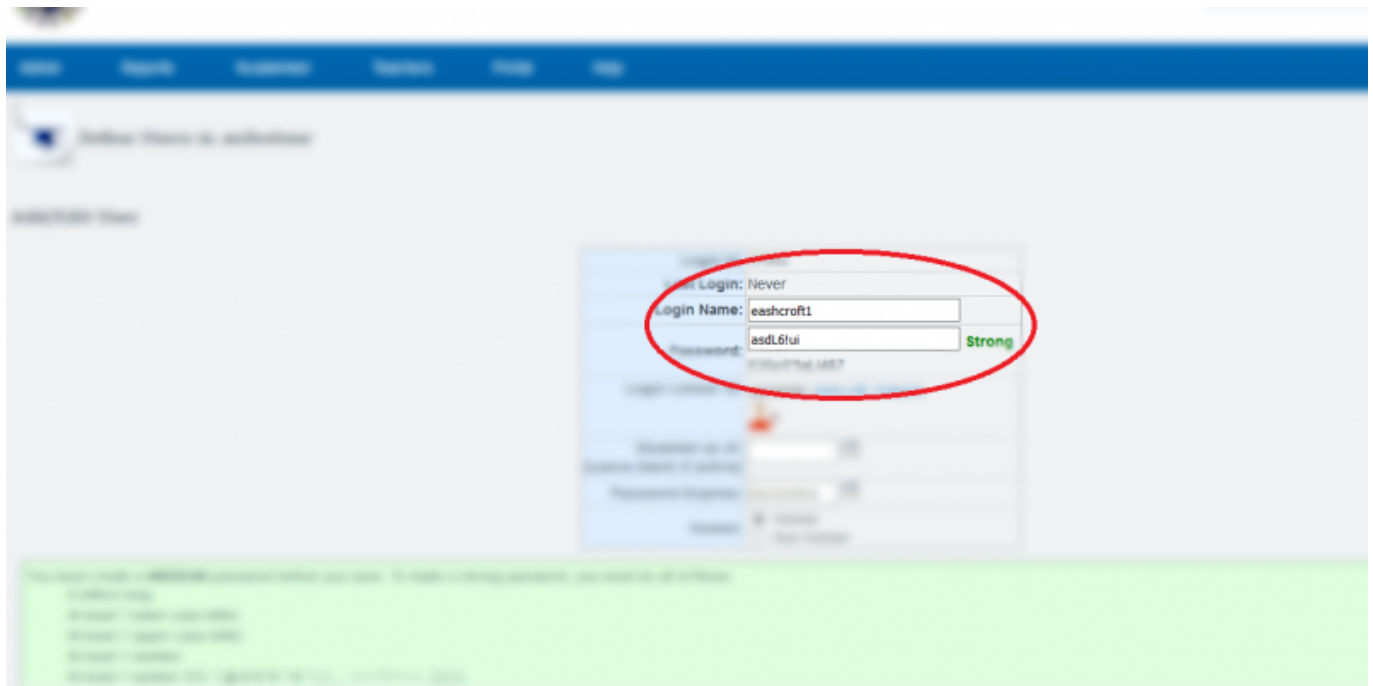
SearchListBatch PrintFamily Info

Name	Street Address	City	login	Select
Edward Ashcroft	146 Eden Road	Portola	 eashcroft1	
Raimier Ashcroft	146 Eden Road	Portola	 rashcroft1	

Cancel

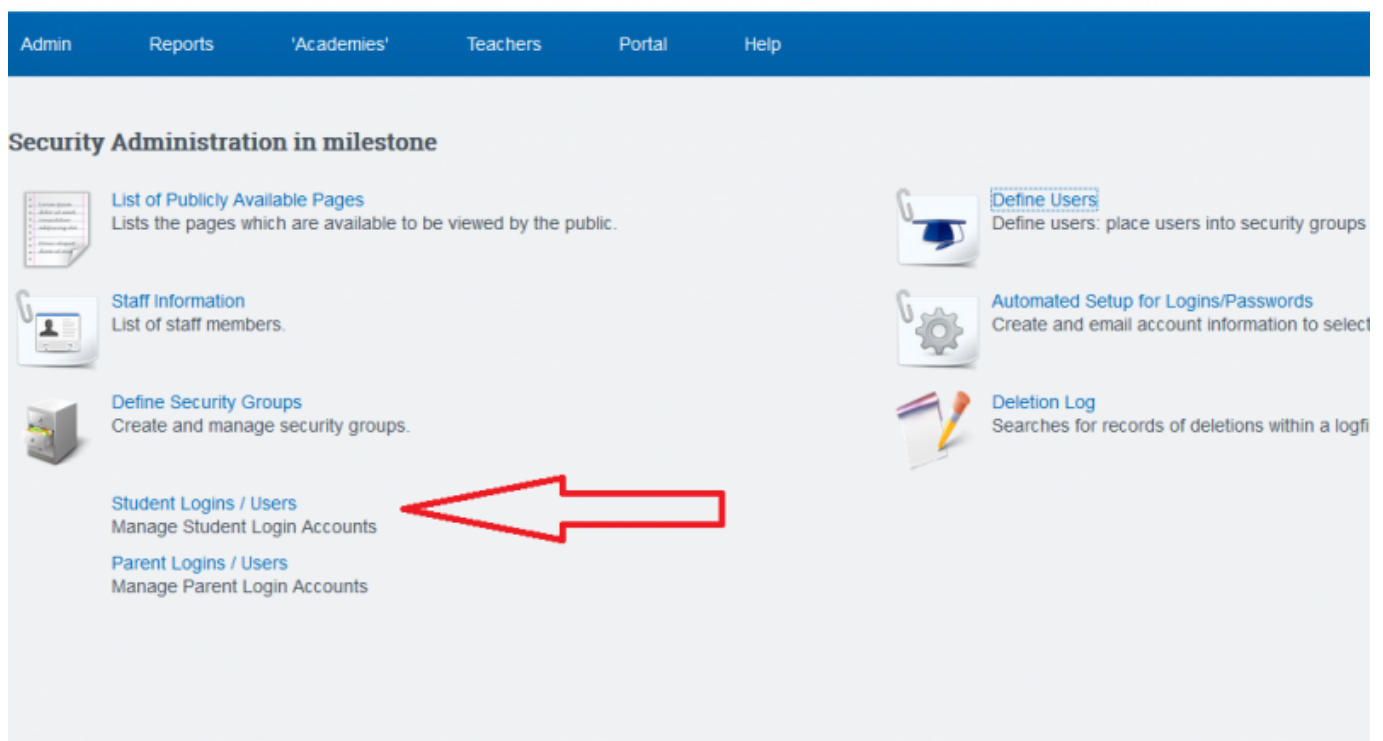
Embedded Files

- 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

— Last Updated by [Max Williams](#) on 2016/03/07 19:37

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