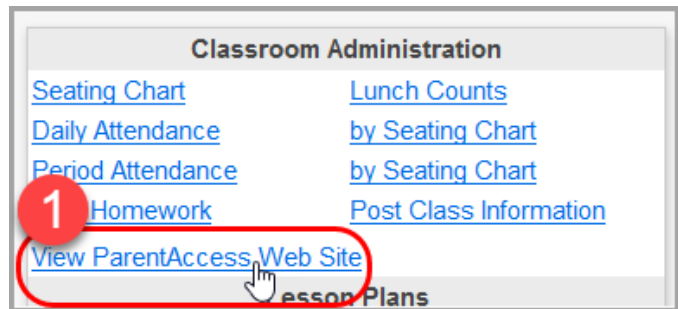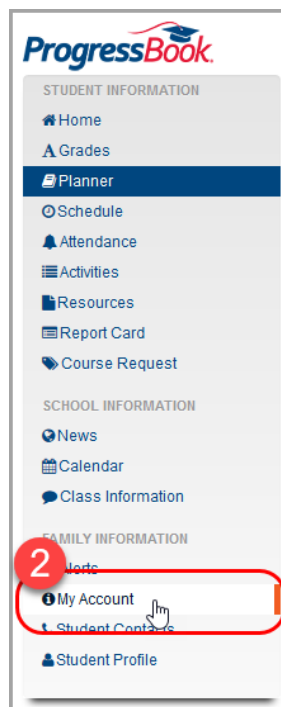# Reset a Student's ParentAccess Password

If one of your students has forgotten their password to their ProgressBook ParentAccess account, you can reset it for them using your teacher GradeBook account.
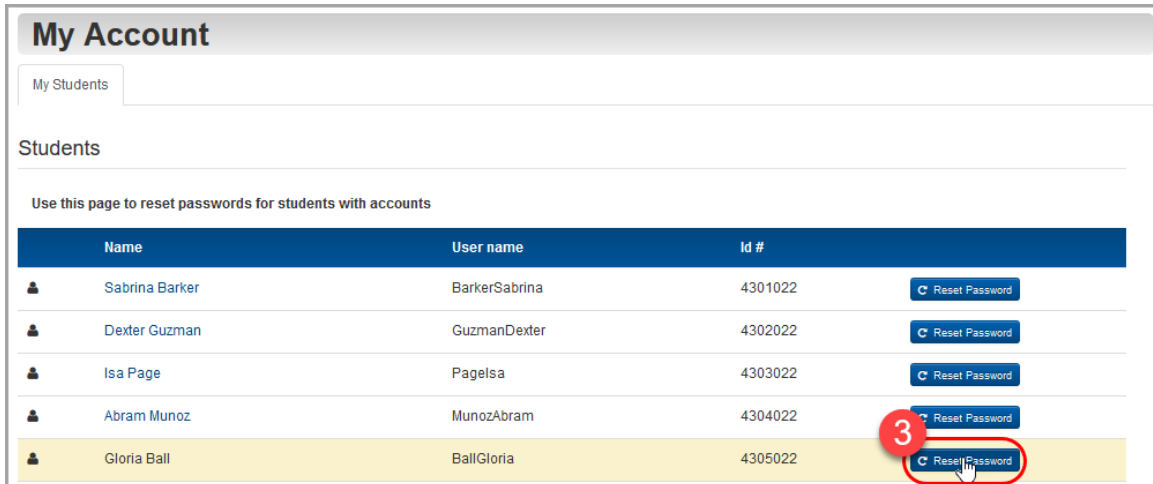
1. On the **Class Dashboard**, under **Classroom** Administration, click **View ParentAccess Web Site**.

2. When the **Planner** screen in ParentAccess displays, in the navigation menu, under **Family Information**, click **My Account**.

3. In the list that displays, find the student whose password you want to reset, and in the row of that student, click **Reset Password**.
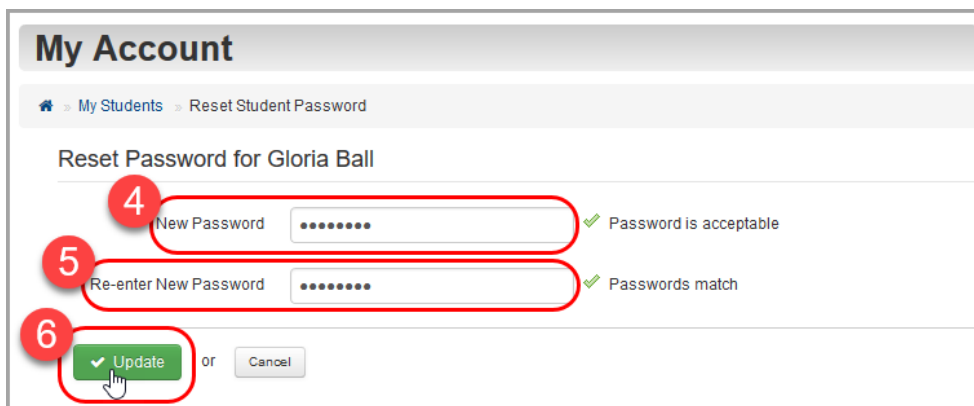

4. On the password reset screen for the student, in the **New Password** field, enter the password that you will give your student so they can log in.

5. In the **Re-enter New Password** field, re-type the same password.

6. Click **Update**.

7. Give the new password to your student so that they can regain access to their account.