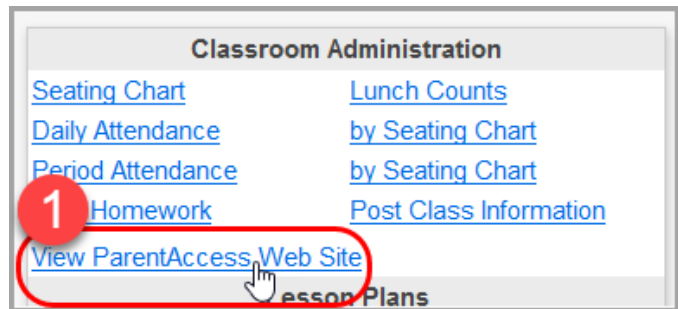




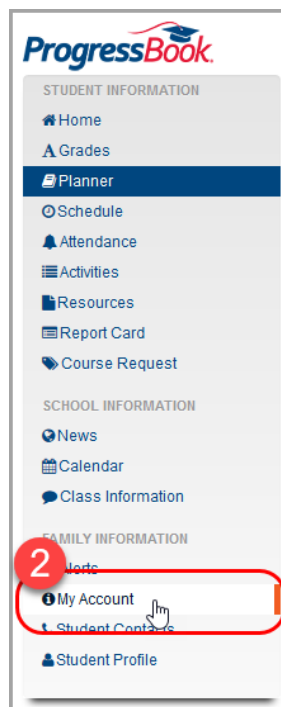
## Reset a Student's ParentAccess Password

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.

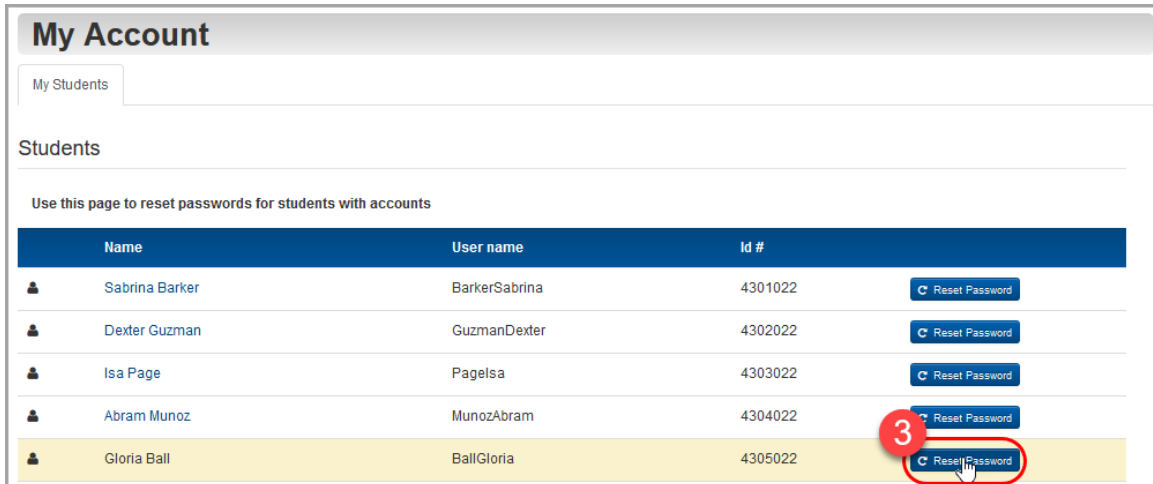
1. On the **Class Dashboard**, under **Classroom Administration**, click **View ParentAccess Web Site**.



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**.



**My Account**

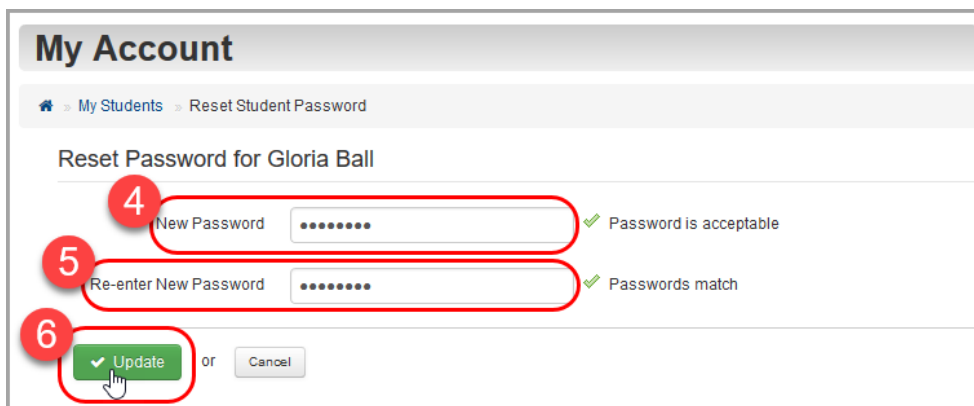
My Students

Students

Use this page to reset passwords for students with accounts

Name	User name	Id #	
Sabrina Barker	BarkerSabrina	4301022	
Dexter Guzman	GuzmanDexter	4302022	
Isa Page	Pagelsa	4303022	
Abram Munoz	MunozAbram	4304022	
Gloria Ball	BallGloria	4305022	

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**.



**My Account**

My Students - Reset Student Password

Reset Password for Gloria Ball

Password is acceptable

Passwords match

or Cancel

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