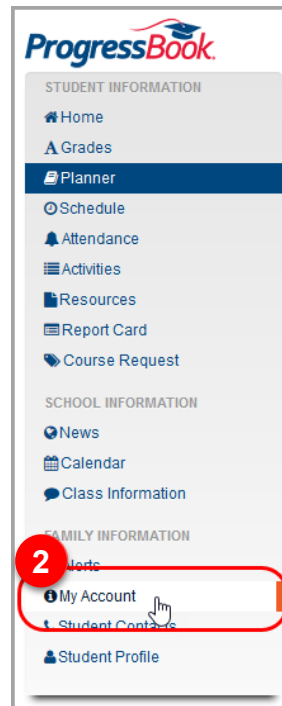


Resetting a Student's ParentAccess Account Password

- 1 On the **Class Dashboard**, below **Classroom Administration**, click **View ParentAccess Website**.

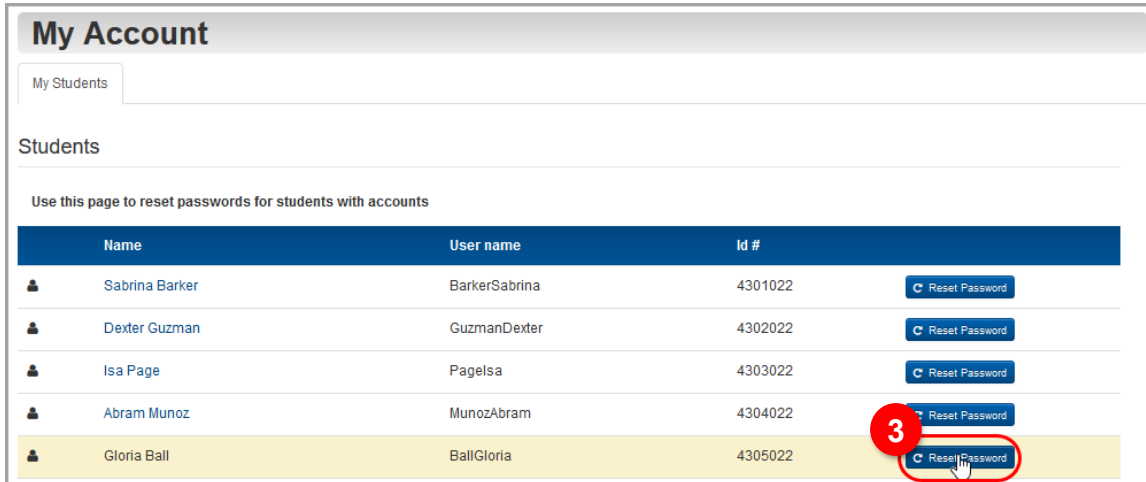


- 2 When the **Planner** screen in ParentAccess displays, in the navigation menu, below **Family Information**, click **My Account**.



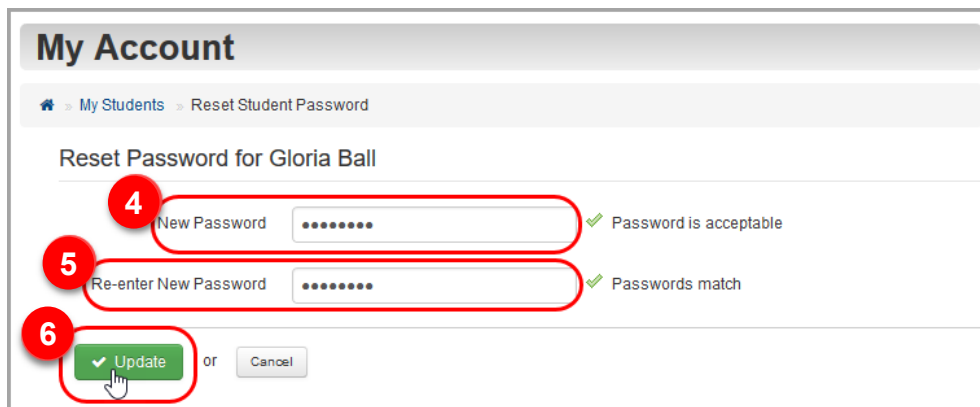
You cannot use this procedure to reset passwords if your students use another service, such as Google, to log into their accounts.

- 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**.



Name	User name	Id #	
Sabrina Barker	BarkerSabrina	4301022	Reset Password
Dexter Guzman	GuzmanDexter	4302022	Reset Password
Isa Page	Pagelsa	4303022	Reset Password
Abram Munoz	MunozAbram	4304022	Reset Password
Gloria Ball	BallGloria	4305022	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.
- 5 In the **Re-enter New Password** field, re-enter the same password.
- 6 Click **Update**.



My Account

My Students > Reset Student Password

Reset Password for Gloria Ball

4 New Password ✓ Password is acceptable

5 Re-enter New Password ✓ Passwords match

6 or

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