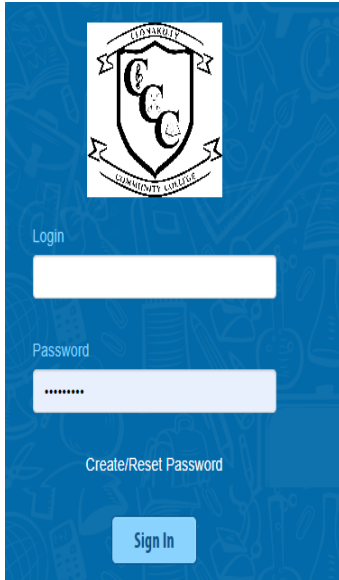


# How to reset you own password as a parent

## Step-by-step guide on how to reset if you have forgotten your password

If you have forgotten your password, you can reset it yourself without having to contact the school. To do this, follow the steps below.

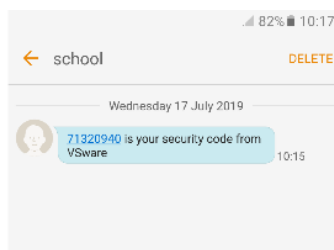
- Go to the login screen in your browser and click 'Create/Reset Password'



- This brings you to the 'Reset Password' screen
- Type in your username
- Type the last 4 digits of your phone number
- Click 'Validate'



- You will then receive a text message containing the verification code. This SMS might take a minute or two to be sent.



- Enter the code, type your new password into the 'New password' and 'Confirm password' fields. Make sure that your password follows the criteria listed.

- Click 'Change password'

Please Reset Your Password

An SMS has been sent to the mobile number provided containing the security code. Please wait while this is delivered and enter the code in the number fields displayed

Insert SMS code

7 1 3 2 0 9 4 0

New password

Confirm password

Password must match the following criteria:

- Between 8 and 16 characters in length
- One or more capital letters
- One or more numbers
- One or more of these characters (!@#\$%^&\*()?)

Examples: eXample1@2, passWord314

Change password

- You will see a message confirming that your password has been successfully updated. Once you see this click ' Go To Login'

One or more of these characters

- One or more of these characters (!@#\$%^&\*()?)

Examples: eXample1@2, passWord314

Your Password has been updated successfully

Go To Login

- This brings you back to the main Login screen. Type your username, your new password and click 'Sign In'. This is your new password going forward.

Login

LCLARKE

Password

Reset Password

Sign In

Privacy Statement

### Points to note

- Please note that if you request more than 3 security codes on one day, you will be blocked from generating any more until after midnight when the system resets.