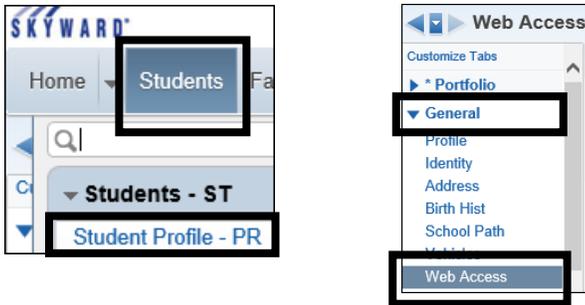# WEB ACCESS – Resetting Password for Guardian (Parent) and Student

This area provides the capability to review and modify parent/guardian's Web Access information which includes resetting password, enabling Family Access and home email address.

Navigate to Students > Student Profile > General > and select Web Access.

The screen is split with the **student** Web Access displaying at the top and the **guardian (parent)** information on the bottom.

For <u>parent/guardian</u>, select the parent and the Edit button to modify the information.

1 Set a temporary password. Ex: **gorams** Do not use the Generate button.

2 Make sure the following are checked off:
   -**Forced password change at next login**
   -**Allow Family Access**

3 Enter a home email if not already assigned or adjust the email if needed.

4 Select Save **or** Save and Email Account Reset Link which will send a message to their email on their login and password.

* Office personnel has access to add or update the Home Email.

➡ Do not change the Login format. The formatting is used within the district to differentiate between students, parents and staff.

If password contains ●●●●●●●●●●, select **Set Password** button and follows steps 1 – 5.

For student, select the Edit button to modify the Student Information.

Select Set Password

1 Set a temporary password. Ex: **gorams**
   Do not use the Generate button.

2 Make sure the following are checked off:
   -**Forced password change at next login**
   -**Allow Student Access**

3 Enter a Home Email if student requests
   to add one. A home email is not
   required.

4 Select Save.

➡ Do not change the student's login or the School Email.