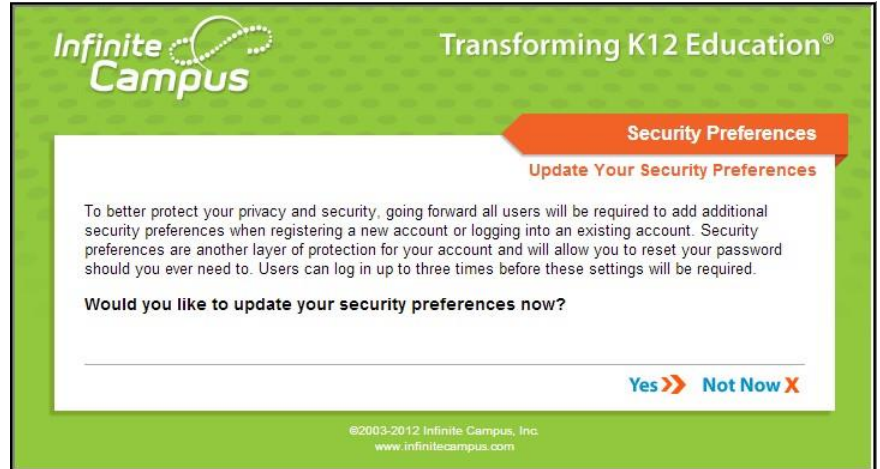


Changing Your Current Password & Adding Security Preferences

Parent Portal users will be required to change their password and set up secure user preferences. When logging in for the first time after the security functions are in place you will receive a prompt asking to create your security preferences and new secure password. You will be given three opportunities to login without updating your security preferences.

Selecting **Yes** will direct the user to the User Settings editor where your preferences can be set up.

Selecting **Not Now** allows the user to access their account. Keep in mind you will be given only three opportunities to login without updating your security preferences.



The **Update Your Security Preferences** confirmation screen will continue to appear each time you log into your account. After the third login, you will be forced to update you security preferences.

Adding Security Preferences

1. Enter your new Password and verify new password.
2. Enter your **Password Security Email** address. (Required to recover your password)
3. Set user preferences. In the **Likes** window, click on **eight pictures** that represent the things you like. In the **Dislikes** window, click on **eight pictures** that represent the things you dislike. You can choose pictures from the different tabs. These are used to help reset your password if the need arises.
4. Enter your current password and click **Save Changes** to save your new password and security preferences.

Creating Strong Passwords

Complex or tricky passwords are not always strong passwords and can be difficult to remember

When creating a password, consider the following:

- **Length** - Make your passwords long (8-10 characters is usually sufficient).
- **Content** - Use a short two or three word sentence as your password.
- **Combination** - Include letters, punctuation, symbols and numbers.
- **Uniqueness** - Do not use your username or words found in the dictionary.