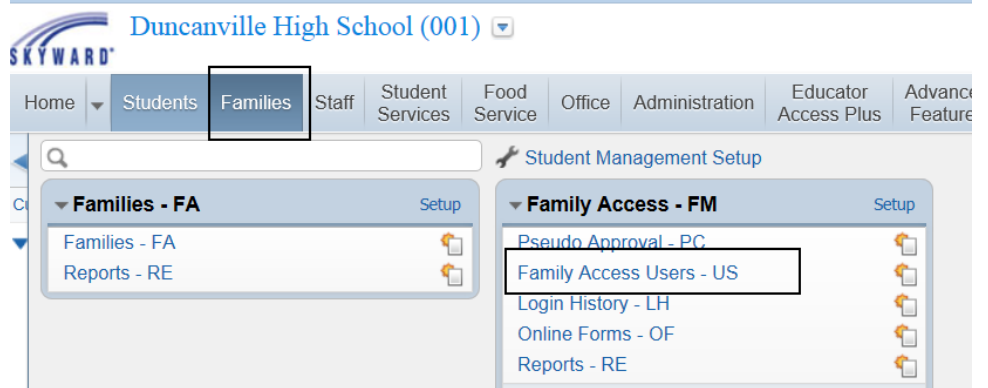


# Reset Password



## Setting Password In Families

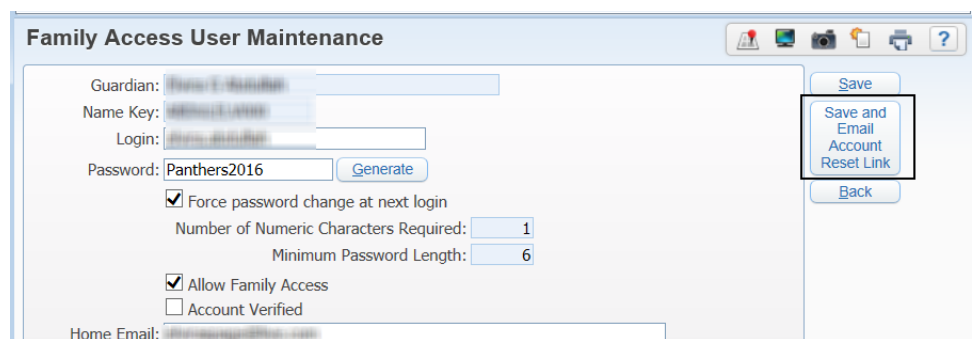
**Option 1:**  
 Student Management Families  
 Family Access (FM)  
 Family Access Users (US)



**Highlight** the Guardian requesting their username/password. **Click** Edit or Email Account Reset Link if you have verified there is a Login, Password and Email setup for the guardian.



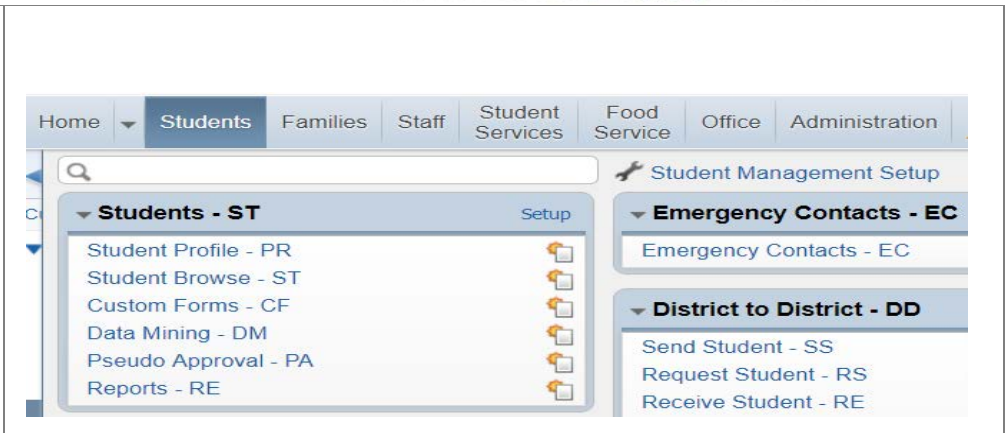
Confirm the following:  
 1. **Allow Family Access** and **Force user to change their password at next login** are checked.  
 2. If the Password and Login field are empty, **Click** Generate.  
 3. There must be a Home Email so the system can email an Account Reset.  
 4. **Click** Save and Email Account Reset Link.



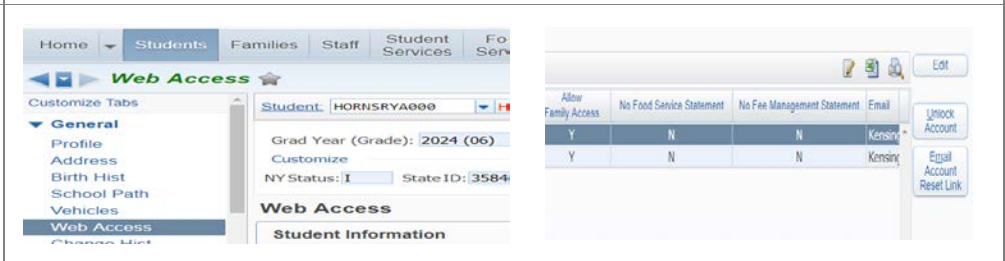
# Reset Password



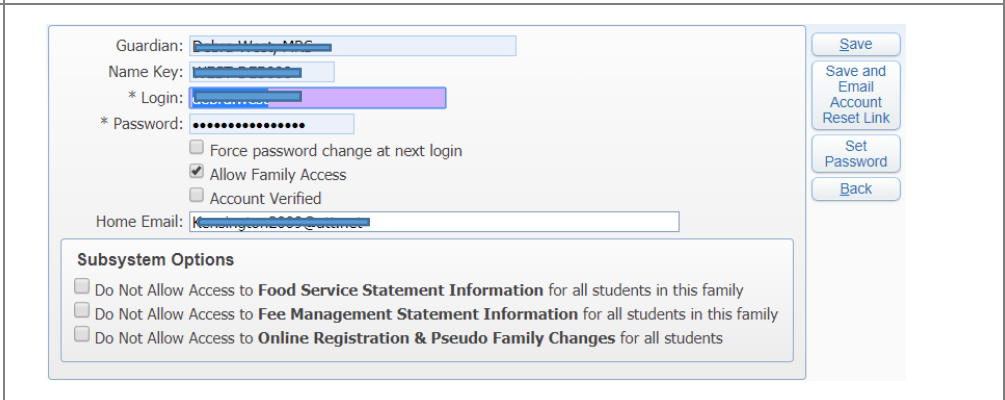
**Option 2:**  
 Student Management  
 Students (ST)  
 Student Profile (PR)



Click Web Access and in web access click Edit



Confirm the following:  
 1. **Allow Family Access** and **Force user to change their password at next login** are checked.  
 2. If the Password and Login field are empty, **Click Generate**.  
 3. There must be a Home Email so the system can email an Account Reset.  
 4. **Click Save and Email Account Reset Link**.



## Setting Password In Students