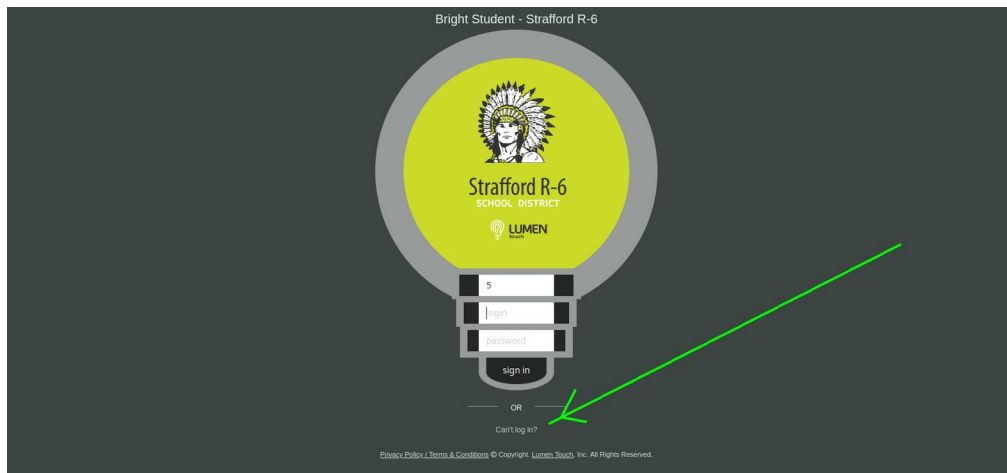
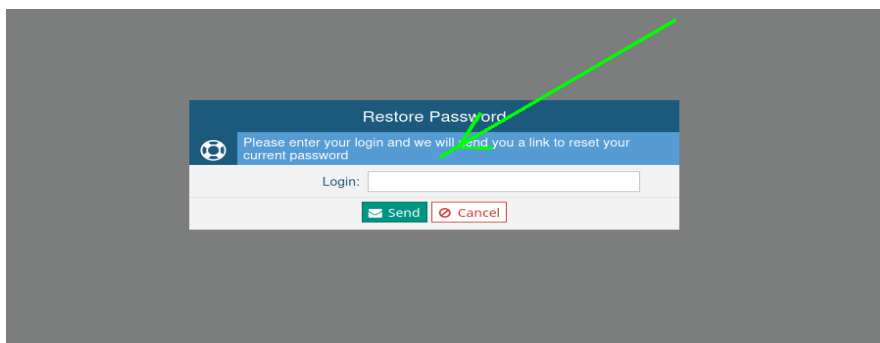


RESET YOUR OWN PASSWORD

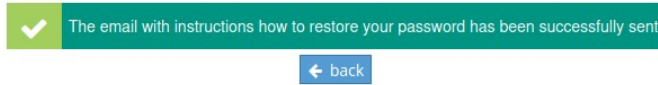
1. This document describes how to reset your own password. It is most easily done on a computer, but can be done on a phone or other internet connected device. You will need to know your username. If you do not have this information, you can get it from your Parent Portal Notification Letter. This letter can be resent to you by your student's building secretary if you do not have it.
2. Open the Strafford Schools Lumen website at:
<https://lumen.straffordschools.net/light/lumen/signin>
3. Click the Can't Log in? Button on the bottom of the login screen (green arrow below).



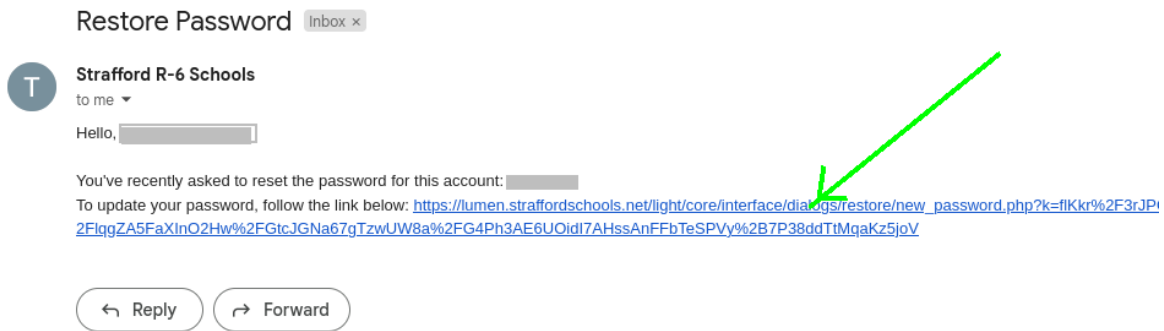
4. Enter your username in the box, shown by the green arrow below.



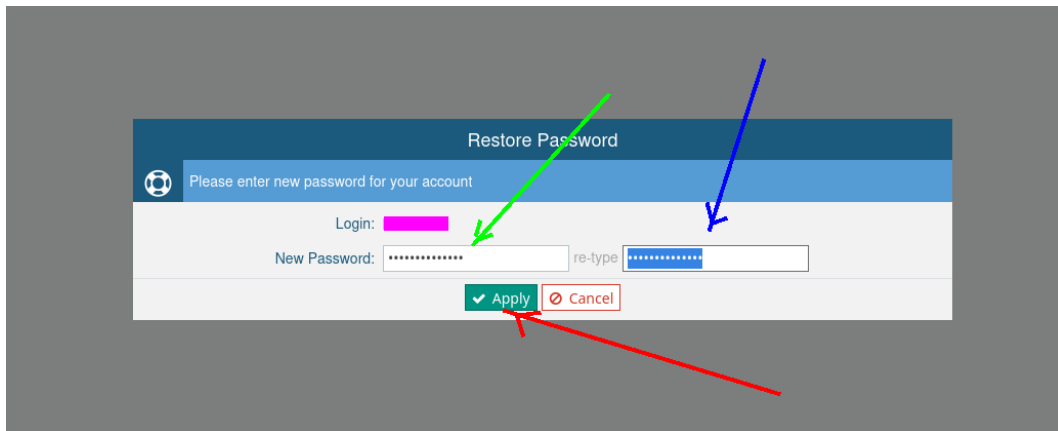
5. Click BACK or close the window. It will not matter which you choose.



6. Open your email. You should have an email from Strafford Schools. It may arrive in your email Trash or Spam folders. If you are sure you did not receive the email, then the email address on file at school is not up to date. You will need to call in and get it updated. Open the email. It should look a lot like below. Click the blue link, indicated by the green arrow below.



7. Enter a new password, once in the first box (Green arrow), a second time in the next box (Blue arrow). And then click APPLY (Red Arrow). Be sure your password has Upper Case letters, Lower Case Letters, at least one number, and a Special Character (!@#\$\$%^&*()).



Close that window and you should be able to log in with the new password!