

Once a Parent Account has been created it is viewable under the Access Accounts screen. If the school needs to assist a parent with his/her account, schools have the ability to create a temporary password, thus allowing the parent to login.

1. Select the student from the **Start Page**.
2. Click on the **Access Accounts** Link from the left menu.
3. Click on the Name of the Parent at the bottom of the screen.

4. Once on the **Edit Parent** Screen you can see the Username that the parent created. Passwords are not visible as they are encrypted upon entry. To create a temporary password enter something generic, like “changeme” into the New Password and Confirm New Password text boxes. Submit the page.

5. Once updated, provide the parent with the Username exactly as it appears as well as the new password you just created. When the parent goes to login with these credentials they will automatically be directed to Reset their password.