

# Password Reset Instructions

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If there is a problem with your account/password, it may be necessary for the PowerSchool Admin at your child's school to reset your password.

If this happens, contact the school and the PS admin will work with you to get your new login credentials.

Log in with the username and password provided to you. Parent Access will accept the new password, but then it will force you to reset the password. This is done for security purposes.

This is the message you will see:

The screenshot shows the PowerSchool 'Change Your Password' interface. At the top is the PowerSchool logo. Below it is a form titled 'Change Your Password'. A yellow warning box contains the message: 'Your password has been expired. Please create a new password.' Below this are three input fields: 'Current password', 'New password', and 'Re-enter new password'. An 'Enter' button is at the bottom of the form. Three pink arrows point from explanatory text to the form elements: one to the warning box, one to the 'Current password' field, and one to the 'New password' field. The explanatory text for the 'New password' field states: 'Enter a new password of your choosing in the next two boxes. This will keep your account secure. Use the new password to access your Parent Access account in the future.'

**PowerSchool**

**Change Your Password**

**⚠** Your password has been expired. Please create a new password.

Current password

New password

Re-enter new password

Enter

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This message refers to the password that was set for you. You must enter that password in the "Current Password" box.

Enter a new password of your choosing in the next two boxes. This will keep your account secure. Use the new password to access your Parent Access account in the future.