



**schoolmoney**

# Parent Password Guide



**communitybrands**



Introducing **SchoolMoney**'s newest feature: Custom Passwords. You now have the power to customise your own **SchoolMoney** password once you are logged into your account.

**Step 1:** Log in to your account with the password that the school has provided to you

**Step 2:** If you are using a computer, you will see 'Change Password' in the top right-hand corner. If you are using a mobile device, when you navigate to the menu sidebar it will be listed below 'History.'

SchoolMoney Test School Change Password | Help | Logout

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Student	Transaction	Amount	Date	Action
Milk:		-£4.00		
James	Winter Term Milk Order	£2.00	Mon 28 Jan 2019	+
	Ice Skating Trip	£2.50	Thu 31 Jan 2019	+
	Winter Term Milk Order	£2.00	Mon 04 Feb 2019	+
Meghan	Winter Term Milk Order	£2.00	Mon 28 Jan 2019	+
	Winter Term Milk Order	£2.00	Mon 04 Feb 2019	+

**Summary:**  
 Dinner Credit: £0.00  
 Club Credit: £0.00  
 Total To Pay: £0.00  
 [Make Payment]

VISA, Mastercard, American Express, PayPal

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- Payments
- Dinners
- Clubs
- School Shop
- Parental Consent
- History
- Change Password
- Help
- Logout

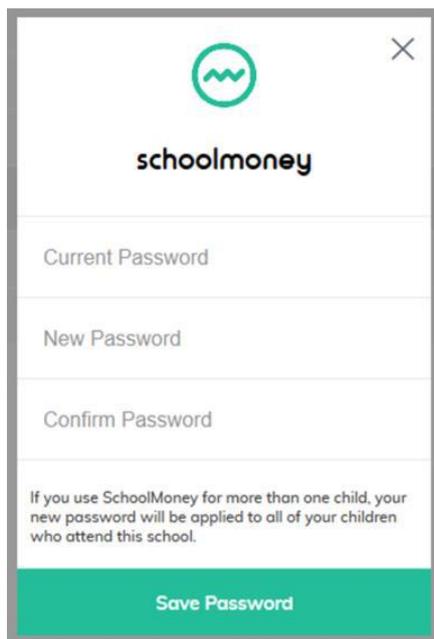
Total: £0.00

**Note:** If you have more than one child at the school, you can change the password for one student and the change will apply to all of the children who attend the school.

**Step 3:** A screen will pop up asking for you to type in your current password (the one that the school sent you) and then enter and confirm your new password.

These passwords must include

- At least 8 characters
- At least 1 capital letter
- At least 1 number



The screenshot shows a mobile application interface for SchoolMoney. At the top left is the SchoolMoney logo (a green circle with a white wave) and the text 'schoolmoney'. To the right of the logo is a close button (an 'X' icon). Below the logo and text are three input fields: 'Current Password', 'New Password', and 'Confirm Password'. Below these fields is a note: 'If you use SchoolMoney for more than one child, your new password will be applied to all of your children who attend this school.' At the bottom of the form is a green button with the text 'Save Password'.

**Step 4:** Select Save Password.

### Forgotten password?

A 'Password Re-set' message can be sent to you via text message or email with a special URL that will take you to a website where you can set a new password. If you need to reset your password, you will need to contact your school and ask them to send you this message.

