schoolmoney

Parent Password Guide

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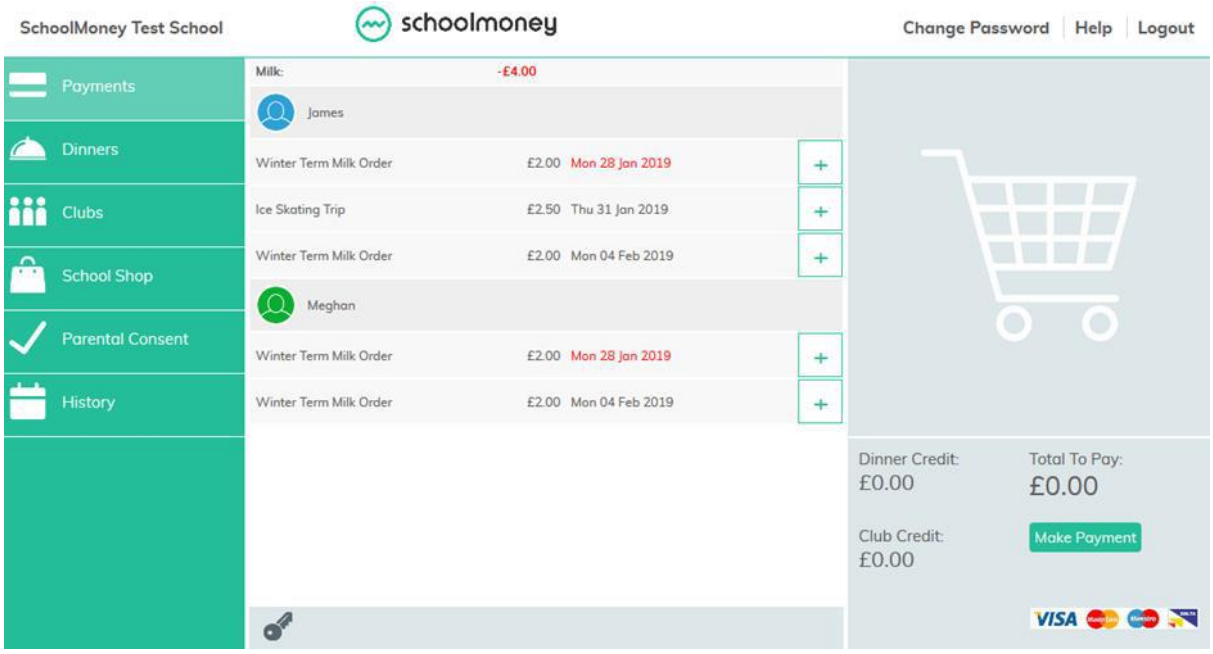
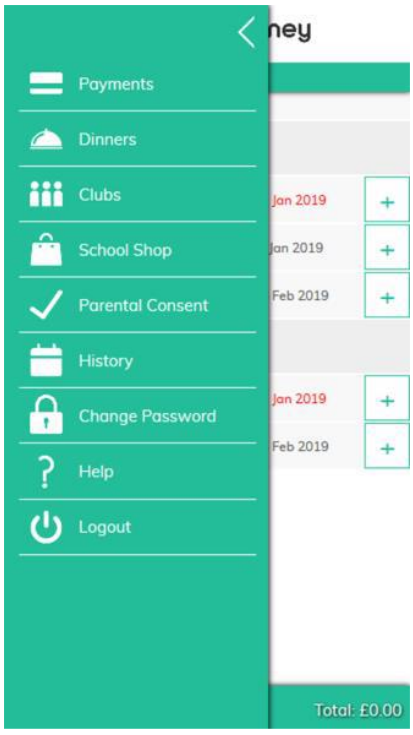
Introducing **SchoolMoney**'s newest feature: Custom Passwords. You now have the power to customise your own **SchoolMoney** password once you are logged into your account.

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.'



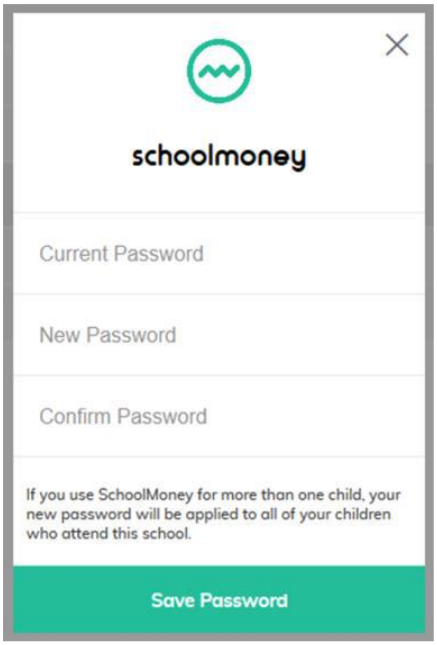


Note: If you have more than one child at the school, you can change the password for one student and the change will apply to all of the children who attend the school.

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



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.

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