

How to Guide Change a Password for a Staff Member

- Applies to: Standalone Conference Manager System Admin and Office Admin
 PowerSchool Conference Manager System Admin and Office Admin

Staff members are able change their own password by clicking the “Forgot your Username or Password” link, which is located immediately below the log-in button on the staff login page. However, a System Admin or Office Admin user can manually change a password for a staff member by following the steps below.

1. Click on the STAFF tab.
2. Click the EDIT button to the right of the name of the staff member whose password you want to change.

NAME	TEAM	TEACHING ASSIGNMENT	LOCATION	VIEW SCHEDULE	ACCOUNT
Acorn, Chester 		Kindergarten	Tiny Room		EDIT DELETE

3. Enter the new password and confirm the password in the dialog box.

STAFF INFORMATION

First Name Chester	Last Name Acorn	Mr. 
Email Address cam@schoolsoft.ca	Username cam@schoolsoft.ca	
Password *****	Confirm Password *****	

4. Click the SUBMIT button at the bottom of the window.