How to Guide Change a Password for a Parent Account
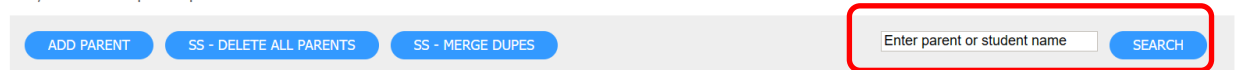
Applies to: ☑Standalone Conference Manager System Admin and Office Admin
☐PowerSchool Conference Manager System Admin and Office Admin

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 PARENTS tab.
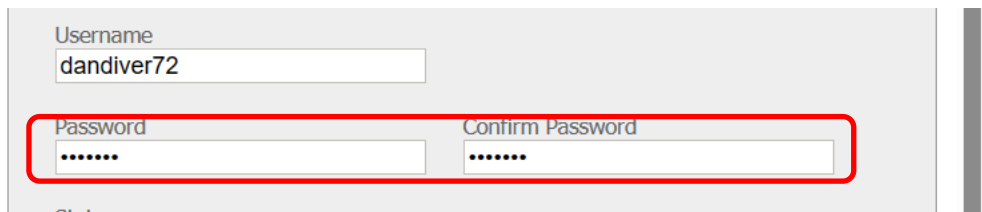2. Search of the parent by typing in the search field.

Parents

Add, view or edit parent profiles from the list below.

ADD PARENT   SS - DELETE ALL PARENTS   SS - MERGE DUPES   Enter parent or student name   SEARCH

3. Click the EDIT button to the right of the name of the parent whose password you want to change.

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

Username
dandiver72

Password   Confirm Password
••••••   ••••••

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