

How to Guide Change a Password for a Parent Account

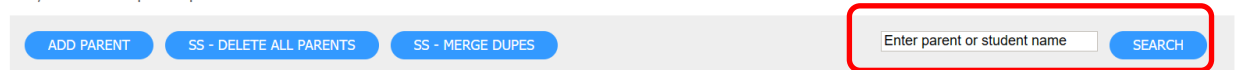
Applies to: Standalone Conference Manager System Admin and Office Admin
 PowerSchool Conference Manager System Admin and Office Admin

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.

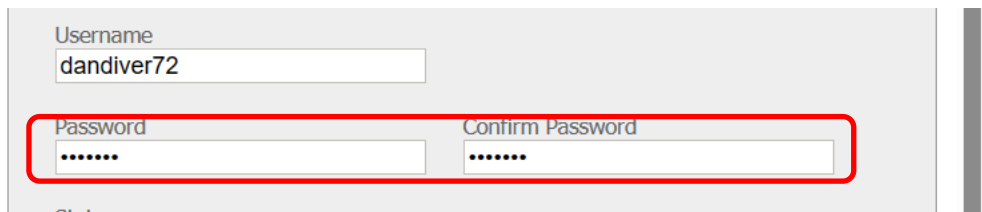
Parents

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



A horizontal toolbar with three blue buttons: 'ADD PARENT', 'SS - DELETE ALL PARENTS', and 'SS - MERGE DUPES'. To the right is a search box with the placeholder text 'Enter parent or student name' and a blue 'SEARCH' button. The search box and button are highlighted with a red border.

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.



A dialog box with a light gray background. It contains three input fields: 'Username' with the text 'dandiver72', 'Password' with six dots, and 'Confirm Password' with six dots. The 'Password' and 'Confirm Password' fields are highlighted with a red border.

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