

Changing Your Password In ParentCONNECTxp

Upon setting up your account at your child's school, you will be issued a user id and password. Once you log into ParentCONNECTxp, please change your school-issued password to a password you can remember and keep secure.

- Click on **Settings** in the upper right corner of the Parent Connect screen.
- In the **Change Password** section of the Settings screen, type your new password in both the **New Password** and **Confirm Password** fields. Both fields must contain the same password. The password will appear as a series of dots on the screen.
- Click the **Submit** button. If the New Password does not match the Confirm Password, a warning to that effect will appear above the Change Password section of the screen.

A form titled 'Change Password' with two input fields: 'New Password:' and 'Confirm Password:'. Both fields contain a series of dots. A 'Submit' button is located to the right of the 'Confirm Password' field.

You are responsible for the security of your ParentCONNECTxp password. People who have access to your user id and password will then have access to your student's data through ParentCONNECTxp.

If You Forget Your Password

- Contact your child's school.
- Allow up to 3-5 school work days for the password to be reset.
- The school will contact you when a new system password has been reissued for your account.
- Go to the school to acquire the new system password.
- Log into ParentCONNECTxp with that password and reset the password to one that will be familiar to you.

On the Settings screen, you can opt to be sent email alerts if a teacher marks your child as missing an assignment or if your child has been marked absent or tardy from school.

Look at the email address section in the middle of the screen. In the **Primary E-Mail** field, enter the address where you wish to receive the alert(s). Another e-mail address may be entered in the **Secondary E-Mail** field.

Click the box to the left of the e-mail alert options to receive e-mail notifications of your child's attendance, tardies and/or missing assignments. You may select any combination of the options, or choose not to use the notifications at all. After clicking to select the email alert options, click the **Submit** button.

Use the **Back** button to leave the Settings screen and return to the main ParentCONNECTxp screen.

