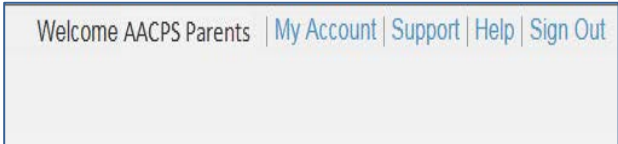


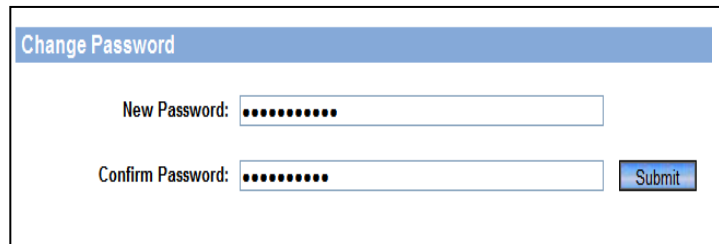
Your ParentCONNECTxp Password

Once you log into ParentCONNECTxp, please change your school-issued password to a password you can remember and keep secure.

Click on **My Account** in the upper right corner of the ParentCONNECTxp 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.

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 (after logging on initially)

- Click the **Forgot your password** link on the ParentCONNECTxp Member Login screen.
- Enter your ParentCONNECTxp username in the box provided. As your username is recognized the Next button will become available.
- Click the **Next** button.
- Answer the security question you created on your initial login to ParentCONNECTxp.
- Click the **Submit** button.

A message will appear stating that a new password will be emailed to the address associated with the account. This password should be changed once you are successfully signed onto ParentCONNECTxp.

NOTE: As a security measure, if you have **5 failed attempts** at inputting your username and/or password the system will lock you out. This protects you from having someone sit down and continually try to guess your password. The system will automatically reset itself within 1 hour. There is **NO** need to contact anyone about the problem unless you truly have forgotten your password. For further assistance, please contact your school or email parentconnectxp@aacps.org.

