Resetting ParentPortal Passwords for Parents

This document provides instructions to reset a parent password in the ParentPortal and verify that the parent has an account established for the ParentPortal.

- Click on the **Parent** tab in PowerSchool.
- Type in the parent's last name and hit enter.

Start Page] 🖌 [Start Page	
otarr ugo		Search	
Search		Students Staff Parents	
Students Staff Parents		First Name	Last Name

- A list of parent email addresses will show up <u>if</u> there is more than one person with the same last name. The email addresses that show up are for those that have active ParentPortal accounts.
 - Select the correct email address for the parent you are resetting for.



- From the next screen, the parent information for the portal will appear.
 - The parent name, email address and username that they created.

Edit Parent		
Account Access	Disable Account	
First Name	Joy	
Last Name	Joy	
Email	Joy @uticak12.org	
Username	jar	
New Password		
Confirm New Password		

- In the **New Password** and **Confirm New Password** lines, enter a temporary password for the parent. Provide the parent with the temporary password.
- Click **Submit** to save the changes.
- When the parent logs on to the ParentPortal, using the temporary password, they will be prompted to again re-enter the temporary password and then **create a new password**.

f you are having difficulties creating your single sign-on account, please download the help document for assistance in creating your account.	Change Your Password ▲ Your password has been reset by the administrator. Please created a new password.
Parent Sign In	New password must:
	•Be at least 6 characters long
Username	Current password
assword	New password
Having trouble signing in?	Re-enter new password
Sign In	Enter