Change my Parent Portal Password for the first time

1. Go to the school website and click *Parent and Student Portal*.

2. You will then be sent to the Parent Portal Login Page. Underneath the login click *Click here to change your password*.
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3. You will then see the following screen. Click *Enrol*.

4. Enter your username and password given to you by the School.
5. Click *Continue*.

6. Enter your email address and click *Continue*.
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7. Log in to your email to receive the PIN code.

8. Once you have received your PIN code, please enter the code and click Continue.

9. Click Continue to finish enrolment.
10. Click *Change Password*.

11. Enter your Username and Password in the provided fields. Then enter a new password you would like to change it to. Click *Change Password Now*.

*the password must be a minimum of 7 characters and have at least one Capital Letter*
12. You have successfully changed your password. Click *Login* to test your new password.

**Note: once you have logged in and tested your new password you may log out**