



Reset Your Password

If your PowerSchool administrator has issued you a username without a password, a temporary password, or if your password has expired, use this procedure to reset your password.

1. Sign in to the PowerSchool Student and Parent portal. The Change Your Password page appears.
2. Use the following table to enter information in the fields:



Field	Description
Current Password	Enter your current password.
New Password	Enter a new password. If your school has established password complexity rules, password requirements will display. Enter your password based upon these requirements. Note: It is important to select a new password that you will remember. If you forget it, you cannot sign in to the PowerSchool Student and Parent portal without help from your PowerSchool administrator. It is not recommended that you write down your password because an unauthorized user could find it and gain access to PowerSchool. Try to commit your password to memory.
Re-Enter New Password	Enter your new password again exactly as you entered it in the above field.



3. Click **Enter**. The [start page](#) appears.

Note: If one of the following messages appears, re-enter your password accordingly:

- Current password is not correct.
Note: There are only a certain number of times you may enter an incorrect password before being locked out. If you become locked out, contact your school directly for assistance.
- New password must be at least [number] characters long.
- New password must contain at least one uppercase and one lowercase letter.
- New password must contain at least one letter and one number.
- New password must contain at least one special character.
- The verification password you enter must match the new password.
- The password entered was previously used. Please enter a new password.

The next time you sign in to the PowerSchool Student and Parent portal, use your new password.