

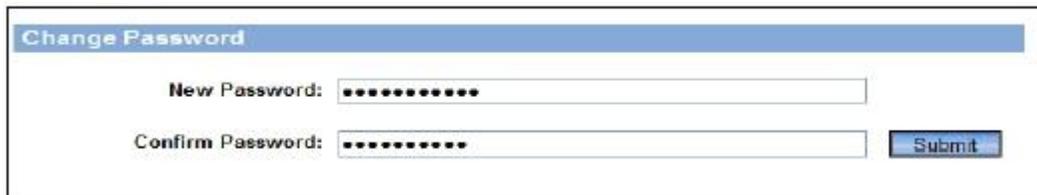
Changing Your Password in ParentCONNECTxp

You will be issued a user identification (ID) and password upon setting up an account. Please change your school-issued password to a password you can remember and keep secure once you log into ParentCONNECTxp.

- Click on **Settings** 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. 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 screenshot of the 'Change Password' form. It has a title bar 'Change Password'. Below it are two text input fields: 'New Password:' and 'Confirm Password:'. Both fields contain a series of dots. To the right of the 'Confirm Password' field is a blue '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

- Select "Forgot my password" from the login screen, or contact support at 262-8568 or send an email to parentconnect@rcsdk12.org.
- Allow up to 2-3 school work days for the password to be reset.
- A new system password will be sent to the email address for your account.
- Log into ParentCONNECTxp with the new password and reset the password.

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 notification 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.