## Introducing SchoolMoney's newest feature : Custom Passwords

## Parents now have the power to customise their own SchoolMoney password once they are logged into their account.

How to change your password :

Step 1: You will need to login to your account with the password you have been provided to them.

Step 2: If you are using a computer you will see `Change Password' in the top right hand corner. If you are using a mobile device, when navigating to the menu side bar it will be listed below History.

Step 3: A screen will pop up asking you to type in their current password and then enter and confirm their new password. These passwords must include - At least 8 characters. At least 1 capital letter. At least 1 number.

Step 4: Select Save Password.

Note: If you have more than one child at a school, when you change the password for one student, the change will apply to all your children who attend the school.

For further information we have added a helpful `Parent Password Guide' attached.

Thank you

SchoolMoney Team