

How to Change your Principal/Teacher/Parent Password

1. Log into your account.
2. Click on your Name on the top right of the page.
3. Click on the Profile button

The screenshot shows the top navigation bar with 'Let's Go Learn' logo and 'Home', 'Site Admin', and 'Reporting' tabs. On the right, the user name 'Diane Wiley' is circled in red with a red circle containing the number '2'. Below the navigation bar, there is a 'Current Class : Select' dropdown. The main content area is divided into two columns. The left column has a 'Helpful Links' section with links for 'Welcome Letter', 'Teacher Getting Started', 'Professional Development Center', 'Virtual Support Tours', and 'Support'. The right column has an 'LGL Announcements' section with a date 'Aug 17, 2015, 12:08:54 AM UTC' and a 'Helpful Hints' section with three numbered items. A red arrow points to the 'Profile' button in the user profile dropdown menu, which is circled in red with a red circle containing the number '3'. Other buttons in the dropdown include 'Logout' and 'Details'.

4. Click on Edit

The screenshot shows the 'Info' section of the user profile. It contains a table with the following information:

Full name	Diane Wiley
Email	
Username	
Client	Account for diane
Last login	Fri, Jan 22, 2016 9:54 PM
Created at	Sat, Aug 15, 2015 10:19 PM
Updated at	Fri, Jan 22, 2016 9:54 PM

An 'Edit' button is located in the top right corner of the 'Info' section, circled in red with a red circle containing the number '4'.

5. Update your Password and click "Update" to save.

The screenshot shows the 'Update Info' form. It contains the following fields:

- First name: Diane
- Last name: Wiley
- Username: [Redacted]
- Email: Email address
- Password: Password
- Confirm Password: Re-enter password

A blue box contains the text: 'Only enter password if you want to change, otherwise your password will be untouched.' At the bottom of the form, the 'Update' button is circled in red with a red circle containing the number '5'.