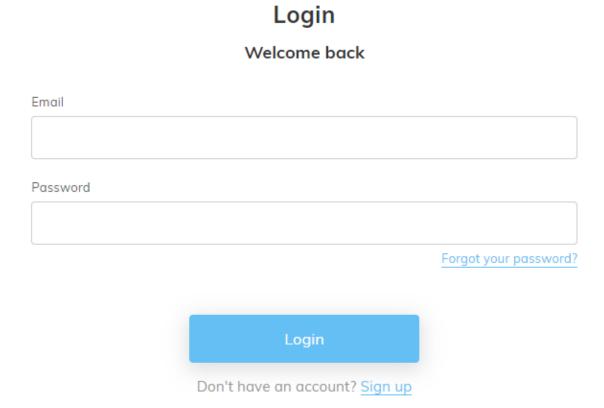
Please follow the process below to reset your password. This works for either parent or student accounts:

1. First click on "Forgot your password?" to the bottom right of the password field.



2. Follow the on screen instructions by inputting your email, which was used to register the account, into the box provided

## Reset your password

Input the email you used to sign up and we will send you a reset code



3. SENECA will now email a verification code. Copy this number into the box, and click submit code.

## We've sent you a reset code

We sent a reset code to parent-email@example.com, input it here to reset your password

Reset code		
0123456		
	Submit code	

Didn't get a code? Check your Spam or Junk folder. <u>Send again</u>

4. You will now be asked to input a new password, once you have input this password in both boxes and it matches you may click Reset your password.

## Success! Type in your new password

Password		
Confirm Password		
	Reset your password	

5. You have now successfully reset your password and you are back at your parent dashboard.

If you are still struggling to log in, please contact <a href="mailto:SENECAresets@tbowa.org">SENECAresets@tbowa.org</a>