

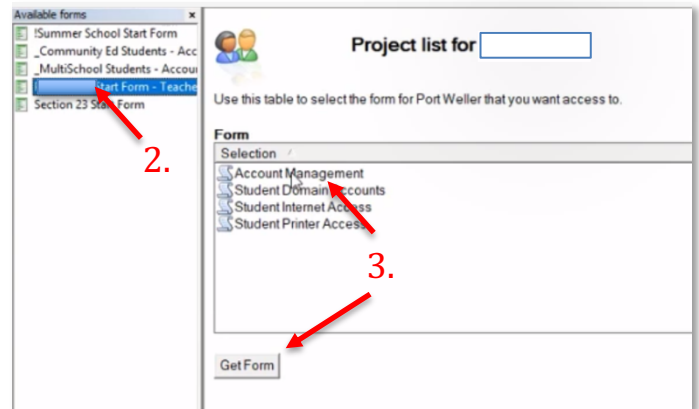
Changing Student Passwords

To change students' passwords, you must be logged on to your teacher laptop.

Access UMRA

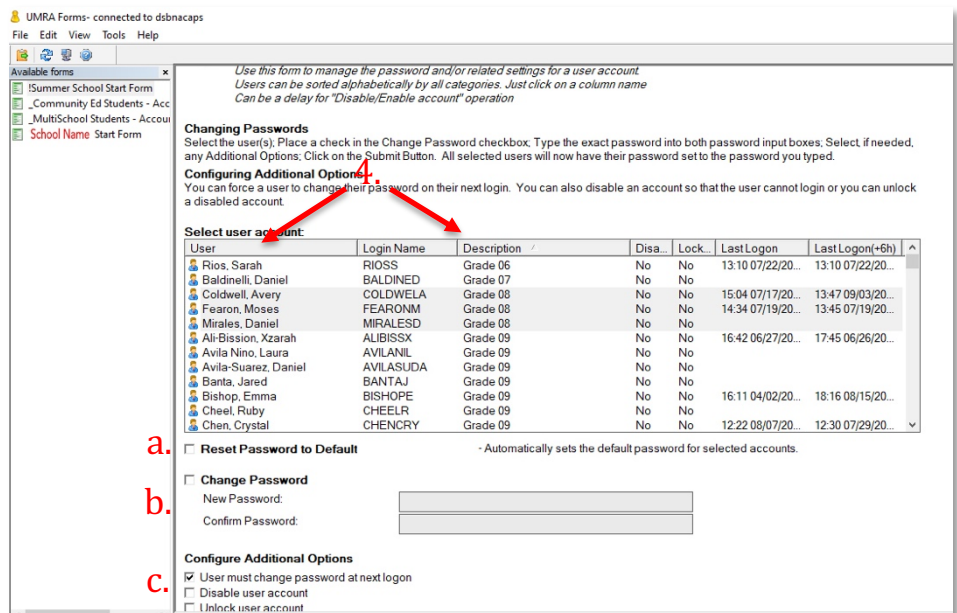


1. Click on the **STUDENT ACCOUNT** icon on your desktop.
2. On the left-hand column, click 'School' **Start Form – Teacher**
3. In the centre menu, click on **Account Management** then press **Get Form**.



Change Passwords

4. You will be able to see the user logins for the entire school. You can sort alphabetically by clicking **User** or sort by class by clicking **Description**.
5. Your options to change passwords are:
 - a. Reset password to default
 - b. Change/Confirm password
 - c. Have the student change password at next login



6. Once you have selected users and a password option, click **Submit** at the bottom of the page.

