

## Personal Settings

The screenshot shows the Genesis Parent Resources interface. At the top, there is a navigation bar with links for MESSAGE CENTER, STUDENT DATA, CONTACTS, SETTINGS (highlighted), and LOGOUT. Below the navigation bar, the date and time are displayed as Friday, 11/10/2017 12:09PM. The main content area contains two panels. The left panel is titled 'Change Password' and has three input fields: 'Current Password: (or password received from Forgot Password email)', 'New Password:', and 'Confirm New Password:'. A green 'Save' button is at the bottom. The right panel is titled 'Settings' and has a 'Home Screen:' dropdown menu with 'Home' selected. A green 'Save' button is at the bottom.

### Changing Passwords

The screenshot shows the 'Change Password' form. It has three input fields: 'Current Password: (or password received from Forgot Password email)', 'New Password:', and 'Confirm New Password:'. A green 'Save' button is at the bottom.

#### To Change Your Password

1. Click on the **SETTINGS** tab at the upper left corner of all Parent Access screens. This brings up the "Settings" screen
2. Enter your current password
3. Enter the new password you desire
1. Re-enter the new password you desire.
2. Click **Save**

### When are you required to change your password?

If your password is changed by the system administrator, the next time you login, you will be required to change your password. The "Change Password" screen will automatically appear and you must do the following:

1. Enter your current password
2. Enter the new password you desire
3. Re-enter the new password you desire.
4. Click **Save**

### Setting Your Home Screen

The screenshot shows the 'Settings' form. It has a 'Home Screen:' dropdown menu with 'Home' selected. A green 'Save' button is at the bottom.

#### To set your entry screen:

1. Click on the **SETTINGS** tab at the upper left corner of all Parent Access screens. This brings up the "Settings" screen
2. Locate the "Settings" panel on the right.
3. Choose a new Home screen.
4. Click **Save**