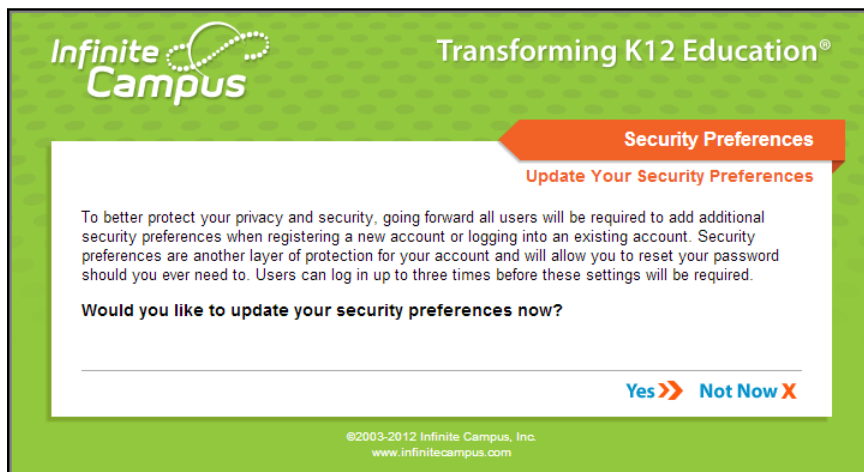


Changing Your Current Password & Adding Security Preferences

Parent Portal users will be required to change their password and set up secure user preferences. When logging in for the first time after the security functions are in place you will receive a prompt asking to create your security preferences and new secure password. You will be given three opportunities to log in without updating your security preferences.

Selecting **Yes** will direct the user to the User Settings editor where your preferences can be set up.

Selecting **Not Now** allows the user to access their account.



The **Update Your Security Preferences** confirmation screen will continue to appear each time you log into your account. After the third login, you will be forced to update you security preferences.

Adding Security Preferences

1. Enter your new Password and verify new password.
2. Enter your **Password Security Email** address. (Required to recover your password)
3. Set user preferences. In the **Likes** window, click on eight pictures that represent the things you like. In the **Dislikes** window, click on eight pictures that represent the things you dislike. You can pictures from the different tabs. These are used to help reset your password if the need arises.
4. Enter your current password and click **Save Changes** to save your new password and security preferences.

A screenshot of the 'User Settings' form. The form is divided into several sections. The first section is 'Change Password', which has two password input fields, a 'Verify New Password' field, and a 'Hide Banner' checkbox. A progress indicator shows '95%' and a message says 'Please enter a strong password'. The second section is 'Set Password Recovery Email', with an 'Email' input field containing 'test@infinitecampus.com'. The third section is 'Set User Preferences', which is split into 'Likes' and 'Dislikes' windows. Each window has tabs for 'Activities', 'Food', 'Sports', 'Other', and 'Animals'. The 'Likes' window shows a grid of images, and the 'Dislikes' window shows a grid of images. Below these windows, there is a 'Your Likes' and 'Your Dislikes' section, each with a row of images. A message at the bottom says 'Click any image to deselect it'. The final section is 'Save Changes', which has a 'Current Password' input field and a 'Save Changes' button.

Creating Strong Passwords

Complex or tricky passwords are not always strong passwords and can be difficult to remember

When creating a password, consider the following:

- **Length** - Make your passwords long (8-10 characters is usually sufficient).
- **Content** - Use a short two or three word sentence as your password.
- **Combination** - Include letters, punctuation, symbols and numbers.
- **Uniqueness** - Do not use your username or words found in the dictionary.