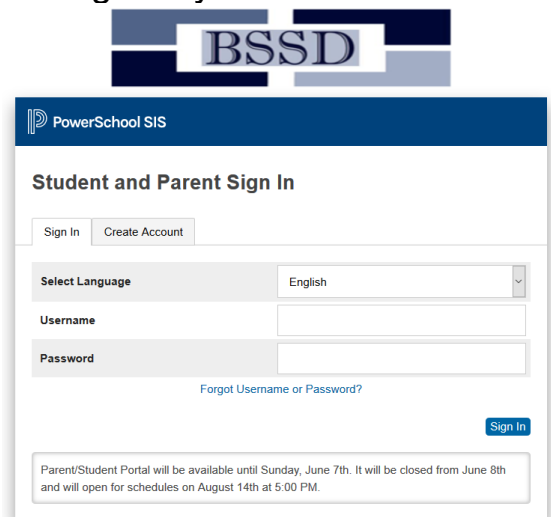
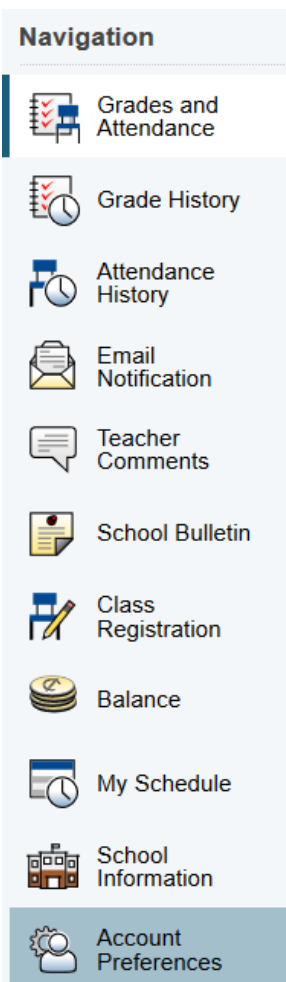


Updating Your Email Address and/or Password on Parent Portal

1. Log into your Parent Portal account.



2. Under Navigation window on the left, scroll down and select option **Account Preferences**.





3. To change your email address, select **Account Email**, type in your correct address, and select **Save**.


Account Email:

4. To update your password, click on the blue box with pencil next to ***** across from **Current Password**.

Account Email:

Select Language 

Username: 

Current Password: 

New password must:

- Be at least 8 characters long

5. This will give you a place to put in your current password, type your new password in twice, select **Save**. The only password stipulation is that it must be 8 characters.

Enter your current password and the new password you would like

New password must:

- Be at least 8 characters long

Current Password:

New Password:

Confirm Password:

6. Having issues getting it to update? Please email BSSD Parent Student Account at bssdpschoolparents@bssd.net with your student's name and the email address you currently use for Parent Portal.