

**schoolmoney**

# Parent Password Guide

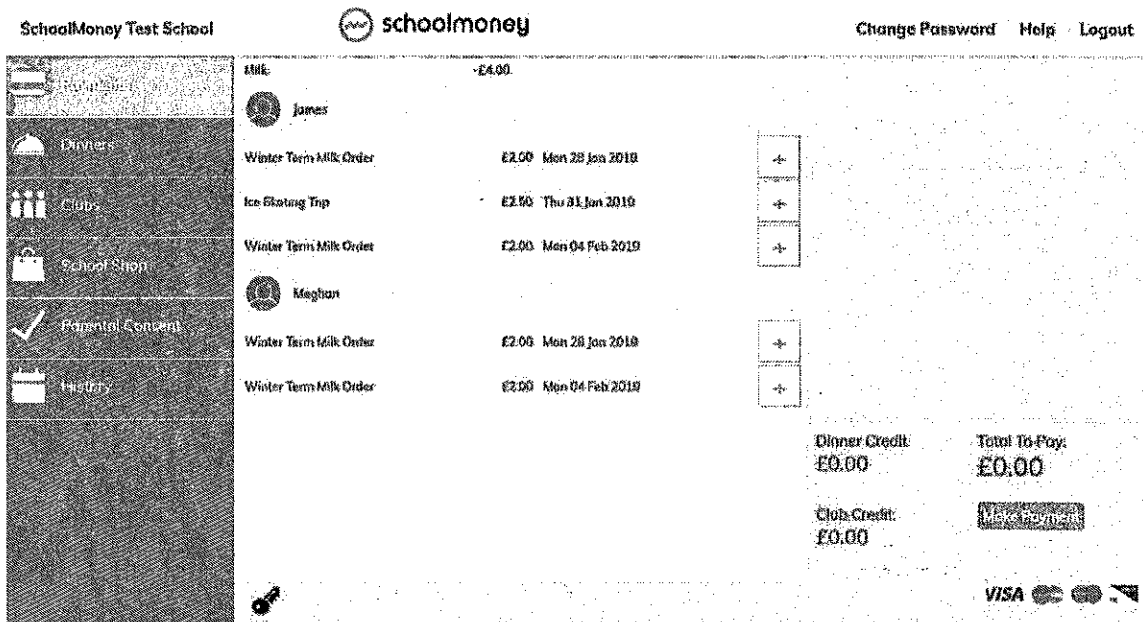
Introducing SchoolMoney's newest feature: Custom Passwords. You now have the power to customise your own SchoolMoney password once you are logged into your account.

**The SchoolMoney Online Payment Service brought to you by Eduspot**

# 1. How to Change your Password:

Step 1: Log in to your account with the password that the school has provided to you

Step 2: If you are using a computer you will see 'Change Password' in the top right hand corner. If you are using a mobile device, when you navigate to the menu side bar it will be listed below History

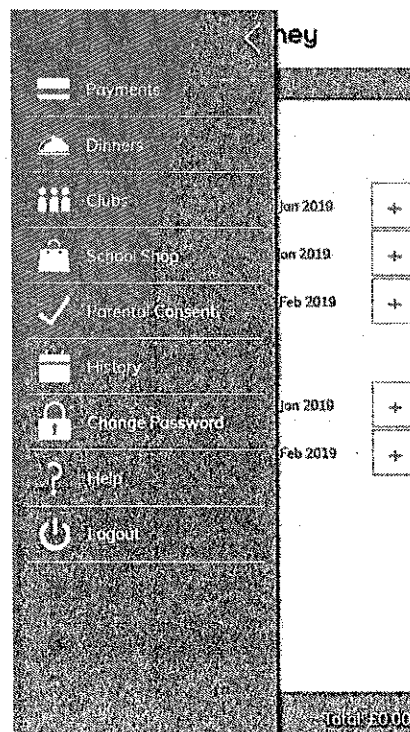


SchoolMoney Test School **schoolmoney** [Change Password](#) [Help](#) [Logout](#)

Account	Transaction	Amount	Date
James	Milk	-£4.00	
	Winter Term Milk Order	£2.00	Mon 28 Jan 2019
	Ice Skating Trip	£2.00	Thu 31 Jan 2019
Meghan	Winter Term Milk Order	£2.00	Mon 04 Feb 2019
	Winter Term Milk Order	£2.00	Mon 28 Jan 2019
	Winter Term Milk Order	£2.00	Mon 04 Feb 2019

Dinner Credit: £0.00      Total To Pay: £0.00  
 Club Credit: £0.00

VISA



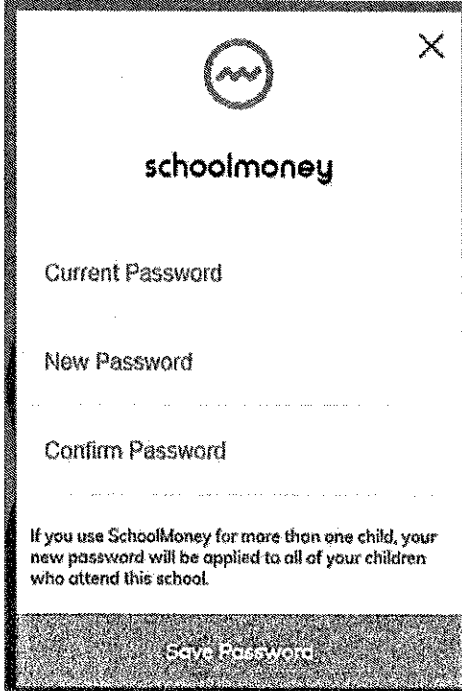
- Payments
- Dinners
- Clubs
- School Shop
- Parental Consent
- History
- Change Password
- Help
- Logout

Total: £0.00

Step 3: A screen will pop up asking for you to type in your current password (the one that the school sent to you and then enter and confirm your new password

These passwords must include

- At least 8 characters.
- At least 1 capital letter
- At least 1 number



schoolmoney

Current Password

New Password

Confirm Password

If you use SchoolMoney for more than one child, your new password will be applied to all of your children who attend this school.

Save Password

Step 4: Select Save Password.

**Note: If you have more than one child at the school; you can change the password for one student and the change will apply to all of the children who attend the school.**

Forgotten password? A 'Password Reset' message can be sent to you via text message or email with a special URL that will take you to a website where you can set a new password. If you need to reset your password you will need to contact your school and ask them to send you this message.