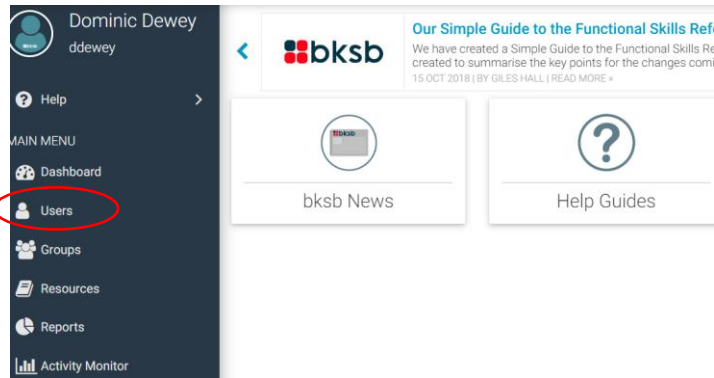
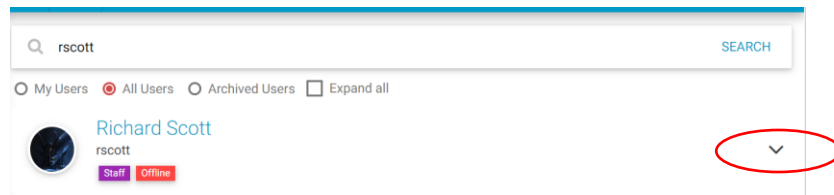


BKSB resetting Password

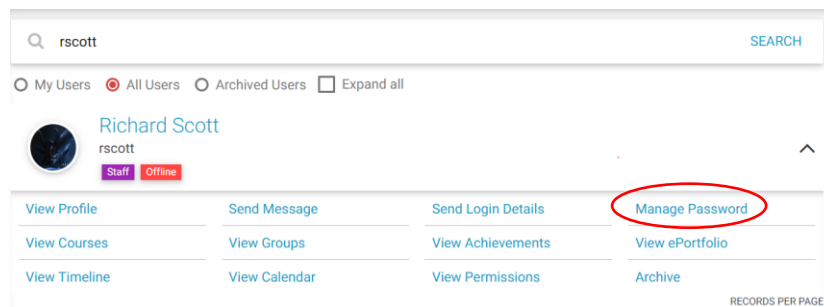
On the home Screen, click on Users



Enter the Students, Student no and press Enter to find the student



Click on the downwards arrow and then click on manage password



Click on “Change to default Password” this will reset the user password to “password”. Then click on cross to close the window.

Change Password



You are changing the password for **Richard Scott**. You can either change the password to your organisation's default password, or you can enter a new password. An email will be sent to the user to inform them of this, provided that they already have an email address added to the system.

