

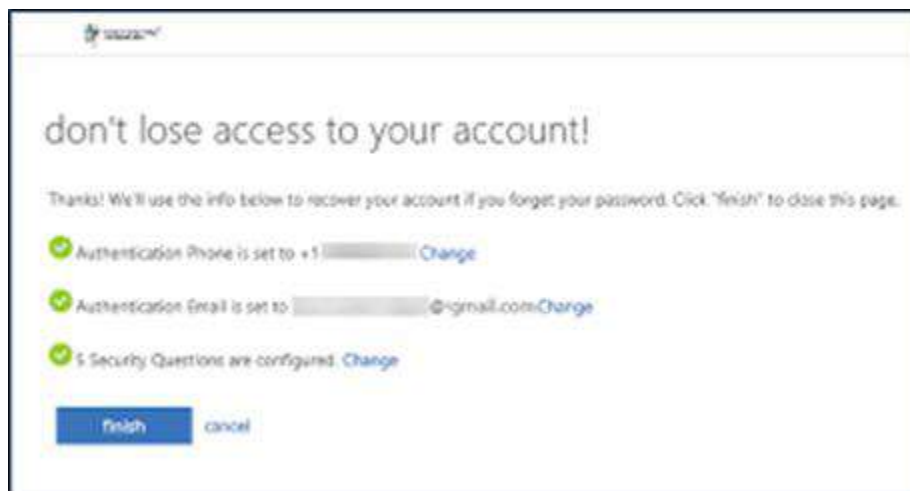
Peters Township Technology: Setting Up Self Service Password Reset

Students are now able to reset their Computer Account password from a self-service portal should they forget their passwords. Your child may want to follow this process to create their unique, but easy to remember, password for his/her daily use. To access this service, the student, or parents/guardians of younger students, will need to register prior to its first use. Activating this service for your account will eliminate the need to contact the District IT Department to have the student account password reset.

Please note that once you reset the password via this process, the new password will not be reflected in the parent PowerSchool account for reference.

To REGISTER for this service, please use the following steps:

1. Open the web browser on your device and click the link to go to the [password reset registration page](#).
2. Enter your current email address and password.
3. Choose at least one (1) of the options listed below to complete your registration. There are three options available:
 - a. **Authentication Phone:** Set this option to another phone number that you have access to. An example is a cell phone that can receive a text or a call.
 - b. **Authentication Email:** Set this option to an alternate email address that you can access without using the password you want to reset.
 - c. **Security Questions:** Choose from this approved this list of questions for you to answer. You can't use the same question or answer more than once.
4. Provide and verify the required information. We suggest that you register multiple methods. This gives you flexibility when one of the methods isn't available. For example, you may not be able to receive a text alert in an area without a cell phone signal but can readily answer security questions in a browser. An example of the question screen is below:



5. Select **Finish**. You can now use the [Password Reset Portal](#) when you need to in the future.

Now that you've completed the registration process, you may access the [Password Reset Portal](#) link provided in these instructions, the Staff Resources section of the website, or on the Forgot Password link shown below when you log in:

