

Managing Password Preferences within Parent/Student Portal

Portal users can update their account passwords using the Account Management tool. The Account Management tool allows users to update their account's existing password, security email address and security image preferences (Like/Dislike images are used when recovering a forgotten password).

Family	
Messages	>
Household Information	>
Family Members	>
Food Service	>
User Account	
Account Management	>
Contact Preferences	>
Access Log	>

The screenshot shows the 'Account Management' page in the Parent/Student Portal. The page is titled 'Change Account Password' and includes a progress bar at 100%. Below this, there are sections for 'Set E-Signature PIN' and 'Set Password Recovery Email'. The 'Set User Preferences' section is active, showing 'Likes' and 'Dislikes' grids. The 'Likes' grid contains 8 images, and the 'Dislikes' grid contains 8 images. Below these grids, there is a 'Your Likes' and 'Your Dislikes' section. At the bottom, there is a 'Save Changes' button.

Family

- Messages >
- Household Information >
- Family Members >
- Food Service >

User Account

- Account Management** >
- Contact Preferences >
- Access Log >

Change Account Password 100%

New Password: [masked]
Verify New Password: [masked]

Set E-Signature PIN

Enter two (2) letters, numbers or special characters (e.g. @#%&*^&#^*^). You must have at least one each of two of the types.

E-Signature PIN: [input field]

Set Password Recovery Email

Email: [input field]

Set User Preferences

Likes

Activities Food Sports Other Animals

You have selected 8 of 8 likes

Dislikes

Activities Food Sports Other Animals

You have selected 8 of 8 dislikes

Your Likes

Your Dislikes

Click any image to deselect it

Save Changes

Current Password: [input field] **Save Changes**

Modifying Account Security Preferences

1. If you would like to change your account password, enter a **New Password** and **Verify the New Password**. The box to the right of each of these fields indicates the strength of the new password. Red means weak, yellow means medium and green means strong. **Users will not be allowed to save a red or yellow password.**
2. If you would like to modify your **Likes** and **Dislikes** selections made when first setting up your account preferences, select each Like and Dislike image to be removed in the Your Selections area. You will need to replace these selections and ensure a total of 8 Likes and 8 Dislikes images populate the Your Selection area prior to saving.
3. Enter your **Email** address if the existing email address on the account is incorrect.

! This must be a valid email address. Password recovery is done through a unique URL sent to this email address. Failure to provide a legitimate email address means an inability to recover your password.

4. Enter your **Current Password**. Changes to security preferences cannot be saved unless the user's existing password is entered.
5. Once all updates have been made, select the **Save Changes** button. Your account security preferences are now updated.

Suggestions for Creating a Strong Password

Complex, tricky passwords are not always strong passwords and can be difficult to remember. For example, TheBr0wnC@t is a stronger password than !@#\$\$%&() because TheBr0wnC@t uses a combination of character types and is long, whereas !@#\$\$%&() uses only symbols and is short. A computer program can crack !@#\$\$%^&() easier than it can crack TheBr0wnC@t.

When creating a password, consider the following:

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