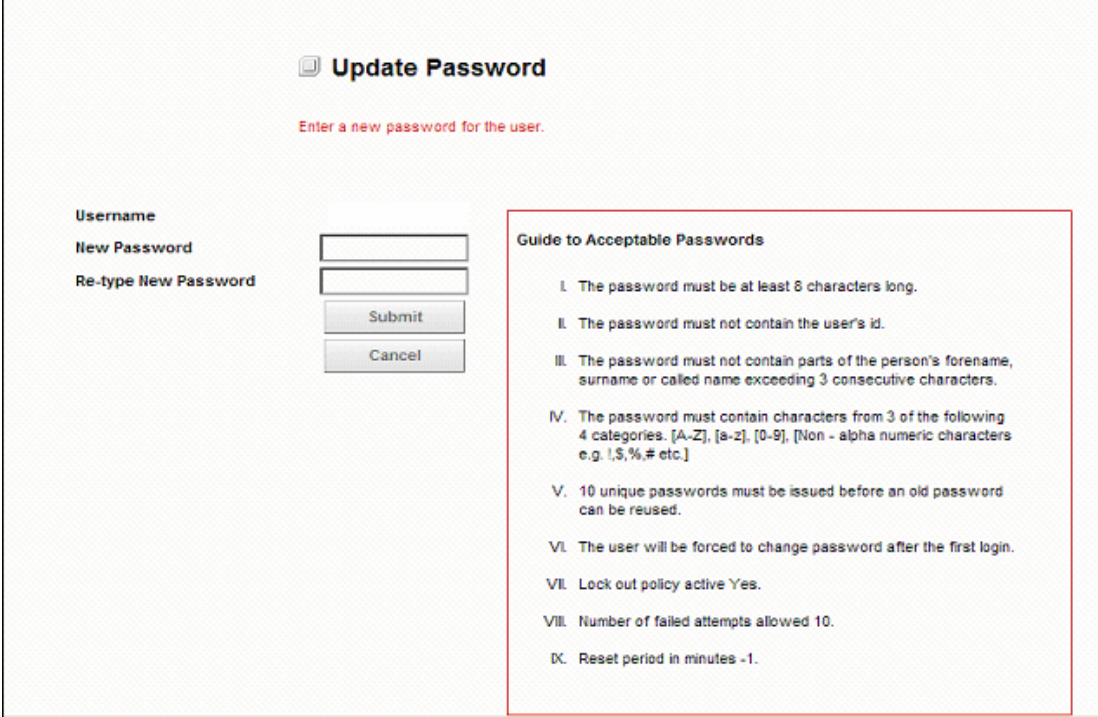


Changing passwords.

The school has adopted a password policy to ensure the security of all data and when you first log onto Parent portal you will be required to change your password. This applies to parents of all students at Bournemouth School For Girls.

When you first log on you will be presented with the screen as shown below:



Update Password

Enter a new password for the user.

Username

New Password

Re-type New Password

Submit

Cancel

Guide to Acceptable Passwords

- I. The password must be at least 8 characters long.
- II. The password must not contain the user's id.
- III. The password must not contain parts of the person's forename, surname or called name exceeding 3 consecutive characters.
- IV. The password must contain characters from 3 of the following 4 categories: [A-Z], [a-z], [0-9], [Non - alpha numeric characters e.g. !, \$, %, # etc.]
- V. 10 unique passwords must be issued before an old password can be reused.
- VI. The user will be forced to change password after the first login.
- VII. Lock out policy active Yes.
- VIII. Number of failed attempts allowed 10.
- IX. Reset period in minutes -1.

The password policy is contained on the right of the screen but please note that after **ten** attempts your account will be locked. To unlock an account please email the school with your details, the account will be unlocked and an email will be sent with a reminder of your username and password.