

Go4Schools: Password Reset

- 1) Navigate to <http://www.Go4Schools.com>
- 2) Click on the students button

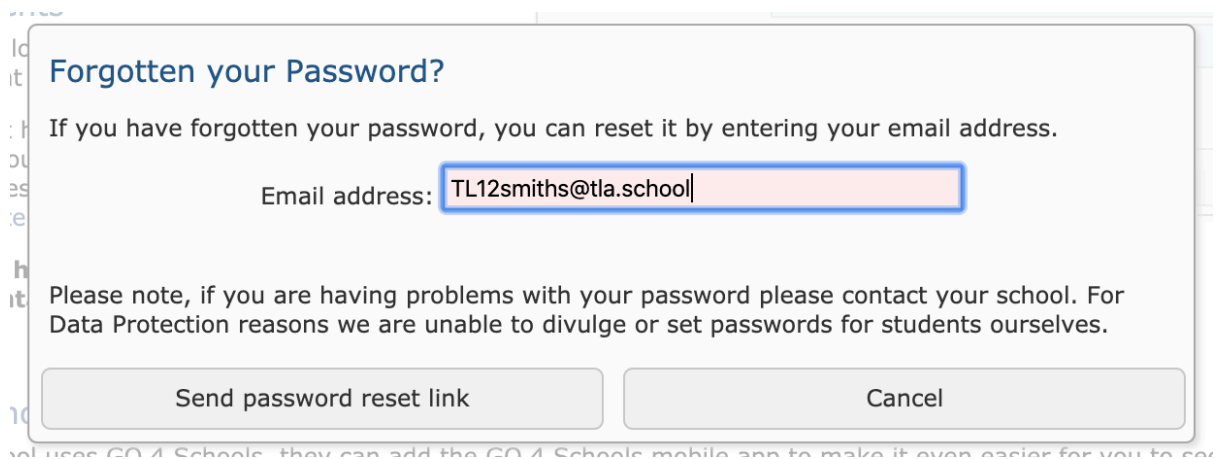


Students

- 3) Click forgot my password link

Forgotten your Password?

- 4) Enter your school email address and click Send password reset link

A screenshot of a web dialog box titled "Forgotten your Password?". The dialog box has a white background and a thin grey border. It contains the following text: "If you have forgotten your password, you can reset it by entering your email address." Below this is a text input field with the label "Email address:" and the value "TL12smiths@tla.school". At the bottom of the dialog box, there are two buttons: "Send password reset link" and "Cancel".

Forgotten your Password?

If you have forgotten your password, you can reset it by entering your email address.

Email address:

Please note, if you are having problems with your password please contact your school. For Data Protection reasons we are unable to divulge or set passwords for students ourselves.

- 5) Navigate to <http://www.gmail.com>
- 6) Login with your school email address and password
- 7) Select the email with instructions on how to change your password
- 8) Click the link within the email
- 9) Change your password, it must use the following rules:
 - a. Be at least 8 characters in length
 - b. Use at least one lowercase letter
 - c. Use at least one uppercase letter
 - d. Use a symbol e.g. ! @ "

10) Tick the Agree box

11) Click Submit

12) You have now updated your password, login as normal

If you have any issues, please email Mr McKenzie: ross.mckenzie@tla.school