## Family Record, Parents Tab - Connect Password Reset

Last Modified on 08/28/2023 1:17 pm EDT

To add or change a username or password for a parent so they are able to access the parent or Connect portal, go to the family's record within the system- then select the Parent tab.

Be sure the correct parent is highlighted.

To add a user to the portal, select the Add Portal User link-

<	Beanstalk Family Family ID 323499 Internal Note:			<b>1</b> Student(s)			Regular Statement Type			0.00 Balance Outstanding Add/View Journal Notes	>	
Summary	Family Children	Parents	Third Party	Volunteers	Communication	Auto-Pay	Vacation	Financials	Receipts	Merge		
	<b>Guardian 1</b> eanstalk uardian ID 633756	İ	Guardia Beanstalk Guardian ID 63	<b>in 2</b> 3757								
Gua	rdian ID #: <b>633756</b>			G	uardian Center #: <b>5</b>	586						
Che	eck In/Out Infor	mation										
Pin M	Number 633756				Disable Pin							
Со	nnect Informatio	n										
Con: Add	Portal User											
Gei		n										

Add the username, then press save. Note: the username must be unique across our servers- you will be notified if the entered name has been taken!

Family P	Portal ID
Please ente JacksProudD	er s user ID Dad18
SAVE	CANCEL

As a default the password will be the same as the username. If the password should be updated enter the same password in the Password and Confirm Password Fields. Password requirements will be displayed to the left of the password boxes in grey.

	Adams D Far Family ID 2353	nily 5		<b>9</b> Stude	nt(s)	Split Statement Type	<b>2105.70</b> Balance Outstanding	
<	Family Center: ( Internal Note: c	Central Falls collections					Add/View Journal Notes	
nary F	amily Children	Parents T	hird Party Voluntee	ers Communication	Auto-Pay	acation Financials Receipt	s Merge	
	SUCCESS Password has b	een change	d.					
	<b>Amy</b> Adams Guardian ID 4640	9	<b>David</b> Adams Guardian ID 46410	D				
Guardia	an ID #: <b>46409</b>			Guardian Center #: <b>31</b>	65			
Availa	able Discounts							
Discou	int							
\$			-					
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•)	1233			Door Pin Disable	ed -			
				Parent				
Conn	ect Informatio	n						
User ID	)							
adar	ms1			Actions	Par	sword requirements		
Passwo	ord				Fas	strong requirements.	40 100 1	
0.					Pas	sword length must be between sword must not contain the use	12 and 32 characters r name	
Confirm	m Password				Pas	sword must contain at least thre least one uppercase letter	ee of the following elements:	
$Q_{q}$					A	least one lowercase letter		
					A	least one special character		

To update a username, select the Actions menu. Then select the update link

	<	Beanstalk Family Family ID 323499		<b>1</b> Student(s)		
		Internal Note:				
Sı	ummary	Family Children Pare	nts Third Party	Volunteers	Communicat	ion Auto-Pa
		SUCCESS User has been addee	d.			
		Guardian 1 eanstalk uardian ID 633756	Guardia Beanstalk Guardian ID 63	an 2 <sup>33757</sup>		
	Gua	rdian ID #: <b>633756</b>		(	Guardian Center	#:5586
	Ch	eck In/Out Informati	on			
	Pin	Number				
	•	633756		[	Disable Pin	
	Со	nnect Information				
	Con Ja	nect ID cksProudDad18			Actio	ons 👻
	Pass	word		In	activate	
	a	2		U	<sup>pdate</sup> No	
	Con	firm Password			^m	)
	a	ŧ			$\sim$	
					🖸 Up	date

Add the new username, then press Update.

c	Update Family Portal ID	
Г	Please enter a user ID JacksProudDad2018	
[		

If the user should no longer be able to access the portal, select the Actions menu, then press the Inactivate button. The user will no longer be able to login to the portal. At any time access can be changed by selecting the Actions button and press the Activate option.

	<	Beanstalk Fan Family ID 32349	<b>1</b> Student(s)				
		Internal Note:					
Sı	ummary	Family Children	Parents	Third Party	Volunt	eers Communi	ication Auto-P
		SUCCESS User has been u	ıpdated.				
		<b>Guardian 1</b> eanstalk Jardian ID 633756	Ť	Guardia Beanstalk Guardian ID 63	an 2 <sup>33757</sup>		
	Gua	rdian ID #: <b>633756</b>				Guardian Cer	ter #: <b>5586</b>
	Ch	eck In/Out Inform	nation				
	Pin I	lumber					
	*	633756				Disable F	Pin
	Co	nnect Informatio	n				
	Con Jac		2018			Ad	tions -
	Pass	word				Inactivate	0
	a,					Update	2 m
	Con	irm Password					$\bigcirc$
	a.						
							Update