## 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	<b>Guardian 1</b> eanstalk uardian ID 633756	İ	Guardia Beanstalk Guardian ID 63									
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										
	Portal User											
		n					Photos					

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	ortal ID
Please enter JacksProudD	
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			<b>9</b> Stude		Split Statement Type	2105.70 Balance Outstanding	
<	Family Center: ( Internal Note: c						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							
\$			-					
Chec	k In/Out Infor	mation						
Pin Nu		nation						
•	1233			Door Pin Disable	ed -			
				Parent				
Conn	ect Informatio	n						
User ID								
adar	ms1			Actions	Par	sword requirements:		
Passwo	ord						40 100 1	
$Q_{\mathbf{x}}$					Pas	sword length must be between sword must not contain the use	r name	
Confirm	m Password				A	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:				
Si	ummary	Family Children Pare	nts Third Party	Volunteers	Communicat	ion Auto-Pa
		SUCCESS User has been addee	d.			
	в	Guardian 1 eanstalk uardian ID 633756	Guardia Beanstalk Guardian ID 63			
	Gua	rdian ID #: <b>633756</b>		(	Guardian Center	#:5586
	Ch	eck In/Out Informati	on			
	Pin	Number				
	•	633756		[	Disable Pin	
	Со	nnect Information				
		nect ID cksProudDad18			Actio	ons –
	Pass	word		In	activate	
	a	:		U	<sup>pdate</sup> lba	
		firm Password		_	(m	)
	a	ŧ			$\sim$	
					🖸 Up	date

Add the new username, then press Update.

,	Update Family Portal ID	
Г	Please enter a user ID JacksProudDad2018	
[		J

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 Famil Family ID 323499	<b>1</b> Student(s)				
		Internal Note:					
Sur	nmary	Family Children Pa	arents	Third Party	Volun	teers Commun	ication Auto-P
	•	SUCCESS User has been up	dated.				
	Be	<b>Guardian 1</b> eanstalk Jardian ID 633756	İ	Guardi Beanstalk Guardian ID 6			
	Gua	rdian ID #: <b>633756</b>				Guardian Cer	nter #: <b>5586</b>
	Che	eck In/Out Informa	ation				
	Pin N	lumber					
	۲	633756				Disable	Pin
	Cor	nnect Information					
		ect ID :ksProudDad20	)18			A	ctions <del>-</del>
	Pass	word				Inactivate	0.
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	Conf	irm Password					$\bigcirc$
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