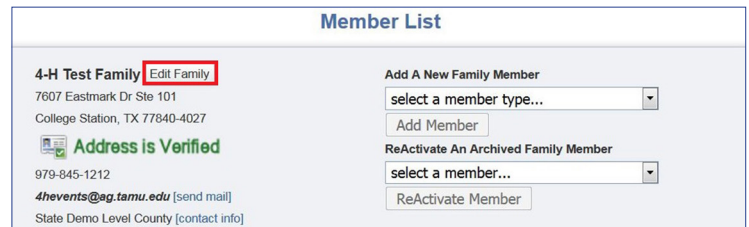




1. Log into 4HCONNECT.
2. Click the [Enrollment] tab.
3. Click the [Search] Icon.
4. Click on the [Families] tab.
5. Type the Email, Last Name, or Phone Number of the family.
6. Click the [Search] button.
7. Click the [Login] button beside the family's name.



8. Click the [Edit] button beside the family name.



9. Scroll down and click the [Reset Password] button.
10. The new password will be displayed on the screen and sent to the email address listed on the screen.

*Tip: Copy and paste the password into an empty email and send to the email address on the screen to ensure receipt of the new password.*

