

# How to Change your Password for the Family Login

**\*\*Please note: This Option must be Enabled by your School\*\***

Once Logged into OptionC, please Click on the Icon and Select Change Password.

The screenshot shows the OptionC Family Site dashboard. At the top right, there is a user profile icon with the text "Welcome Eric Beta" next to it. A red arrow points to this icon with the label "Click on Icon". Below the icon is a dropdown menu with two options: "Change Password" and "Logout". A red arrow points to the "Change Password" option with the label "Select Change Password". The dashboard also features a navigation bar with icons for Student, Office, Communication, Faith, and Support, and a main content area with a "Dashboard" heading and two student profiles: JANE BETA and JESSICA BETA, each with their own assignment and attendance statistics.

Enter your Current Password than your New Password. Click **Change Password** to Save your Changes.

## Change Password | Use this page to update your password.

The screenshot shows the "Change Password" form. It contains the following fields and elements:

- Name: Eric Beta
- User Name: EricBeta
- Current Password \*: [password field]
- New Password \*: [password field]
- Confirm New Password \*: [password field]
- Change Password button

Annotations include:

- A red arrow pointing to the "Current Password" field with the text "Enter Current Password than New Password".
- A red arrow pointing to the "Change Password" button with the text "Click Change Password".