

## How to Change your Email and/or Your Password in the Wallingford Public Schools Parent Portal

The email listed in the parent portal is used to contact you about your parent portal account, so it is important to keep it up-to-date if your email changes.

Your password for the parent portal is a key part of keeping your child's information confidential, so you should change it if you ever have a concern that someone else knows the password. No one else should use your password. Students have their own more limited password to use and should not use a parent's password.

Go to <http://powerschool.wallingford.k12.ct.us> and login with your previously created username and password.


- 1) Click on "Account Preferences" on the left side of the screen.



- 2) A screen like the one below will appear.
  - To change your email, simply change the existing email and click the "save" button.
  - To change your password, click the pencil icon next to \*\*\*\* and change your password (press the "save" button as well when done).

Profile **Students**

If you want to change the name, e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username, or password.

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email:	<input type="text"/>
Select Language	Select a Language ▾
New Username:	<input type="text"/>
Current Password:	***** 
New password must:	
• Be at least 6 characters long	