

# **PASSWORD RESET INSTRUCTIONS**

## **I. HOW TO RESET PASSWORD**

### **a) Steps to reset the password using mobile app:**

1. Click on the menu (three lines icon) at the top left corner.
2. Go to settings > Change Password.
3. Enter current password, new password & Confirm password. Click on submit to reset.

### **b) Steps to reset the password using Web Portal:**

1. Click on Accounts > Manage Your Account.
2. Click on Password from the left menu.
3. Enter current password, new password & Confirm password. Click on save to reset.

## **II. HOW TO RESET PASSWORD IF PASSWORD IS FORGOTTEN**

### **Steps:**

1. Open app/ web portal.
2. Select Yadavindra Public School, Mohali in school selection list. Click continue.
3. On the login credential page, click Forget Password.
2. Enter your registered email id and click submit. A confirmation message will appear.
3. A link to reset password will be sent to your registered email id. Open specific email from Skolaro on your email and Click on reset password (If you do not receive email, check your spam mail).
4. Enter new password & Confirm new password. Click on reset.