

## Children's University Online:

### Resetting a child's forgotten password

When a child logs in for the first time, they will be asked to set a password. As an administrator you are able to log in and reset their password should they forget.

#### What you'll need

In order to reset a child's password on Children's University Online you will need

- Your Children's University Online log in
- Full name of child

#### Step 1

- Go to [www.childrensuniversity.co.uk](http://www.childrensuniversity.co.uk) and look for the word *Login* at the top right. Choose to login as staff and enter your details, your username will be your email address and you will have set your password when following the prompts of the welcome email sent by your Children's University Manager, if you do not have a log in you can contact them and they will send you the information needed to set up your account. If you have forgotten your password, simply click *Forgotten Password* and follow the instructions

#### Step 2

- On your dashboard you will see School Children click on *All*



#### Step 3

- Once you have clicked *All* it will bring a list view of all the children. You will then be able to click on the blue button *Reset Password*

DASHBOARD > CHILDREN

+ Add New SORT BY: Date modified ↑ Search and Filters

First Name	Last Name	Username	Current Hours	Created	
Tom	Baker	T.Baker.9729	9	24/09/2019	<a href="#">Edit</a> <a href="#">Reset Password</a> <a href="#">Delete</a>
Joe	Bloggs	J.Bloggs.8049	8	24/09/2019	<a href="#">Edit</a> <a href="#">Reset Password</a> <a href="#">Delete</a>

2 results, page 1 of 1

Step 4.

- Please fill out the form and press *Set*. When it asks for *Your Password* you will need to enter **your** admin/staff password that you use to log in to the site.

[DASHBOARD](#) > [CHILDREN](#) > [RESET PASSWORD](#)

## Change Password for Child T.B:

Please confirm **your** current password (for security), and enter a new password. Passwords should be at least 8 characters, and have at least one uppercase letter, one lowercase letter, one number, and one special character.

### Your Current Password

### New Password

### Confirm New Password

### Sorry, I don't understand!

- Please contact your Children's University Manager or our Digital Inclusion Officer Cordelia Howard [cordelia.howard@childrensuniversity.co.uk](mailto:cordelia.howard@childrensuniversity.co.uk)