

## LOGIN & PASSWORD FOR PARENTS

### LOGIN ID

- Admission number of student is LoginID. For example, if admission number of a student is 04587, he/she enter 04587 as LoginID in the software.
- LoginID should be exactly same. Take the above example, if admission number starts with 0 [zero] then it must be entered. For computer 04587 and 4587 are different.
- If you do not know the exact admission number of student, you can search it in the software. Go to "**Forget Password > Search Admission Number**". You can also ask the same from concerned class teacher.

### PASSWORD

- When a name of student is entered in the software, it gives a default password. Default password is two time admission number. Suppose admission number is 04587, the password will be 0458704587.
- If you have changed the default password, then use your password. You are advised to make a strong password of at least 8 characters including letters, numbers and special characters. Passwords are case sensitive. Enter small or capital letters carefully.
- You should note down the LoginID and Password in some diary or piece of paper keep it safe with you. It is very likely that you may forget the login id and password.
- If you forget the password, you can reset yourself. Please go to "**Forget Password > Forget Password**".
- You have to confirm your identity by providing admission number,

date of birth of student, and mobile number. If information given by you is correct, then you will be allowed to reset your password.

- If after trying all methods, you are not able to reset password then you can request the concerned class teacher to reset your password.