

Lumen Parent/Guardian Portal Change Password

Step One:

Using the login credentials supplied to you during the registration process navigate to the Fredericktown School District WebSIS login page. Enter your login name and password in the appropriate fields (shown below):

Lumenation 7.1.1

Server Name: Fredericktown R-I

Location ID: Search

Login Name:

Password:

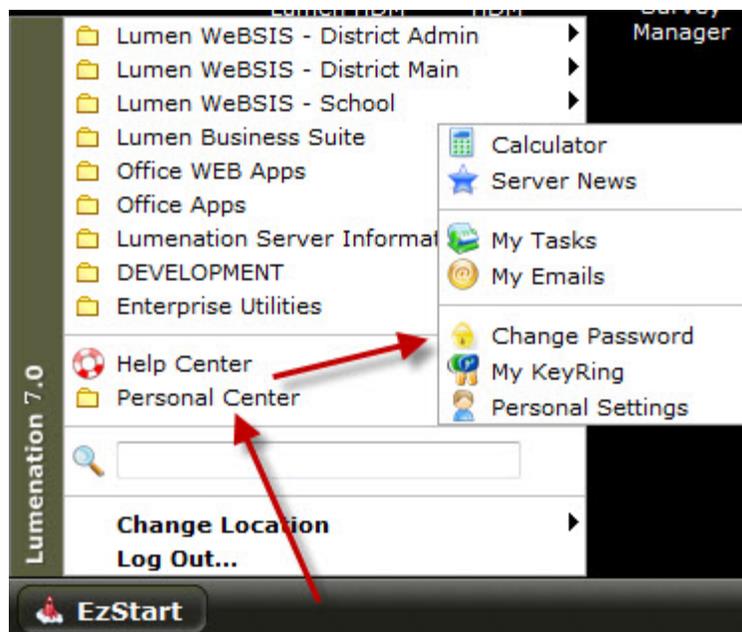
Enter

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Enter your login information

Step Two:

Once you have entered your login information your Lumen desktop will be displayed. In the lower left hand corner locate the EzSTART button and left click on it one time. This will open the Lumen EzStart Menu. Using your mouse (or keyboard arrows) slide up to Personal Center once your mouse is on Personal Center it will expand to show various items. One of those items is Change Password. Using your mouse slide over to it and left click on it one time.



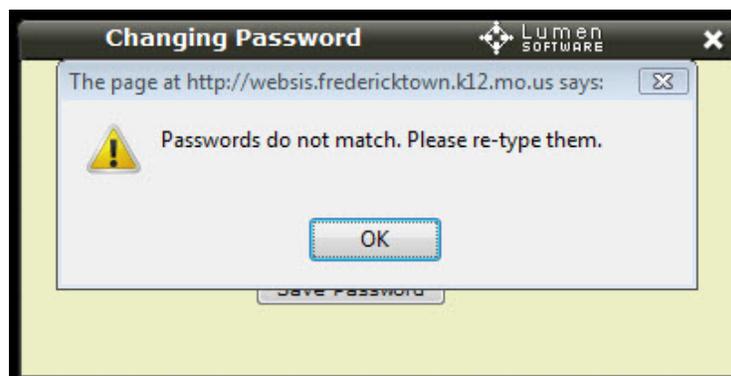
Step Three:

After clicking on Change Password a password dialog box will appear. This box will prompt you for information. Login: this field should already contain your user name and to the right of it the second field your WebSIS number, Password: this field you may enter alpha numerical text in, Re-Type: whatever you typed in the password field you must re-type in this last field to confirm your change. Once you have typed and re-typed your new password left click one time on the Save Password button. *Remember to keep your password secure.



Troubleshooting:

Q. When I click on the Save Password button I receive the following error: What should I do?



A. Click the OK button. You will be returned to the password dialog box. Ensure you typed your password exactly the same on both lines and try again. If the error message continues try other password. If the error still persists contact the Technology Department at 573-783-3569.

Q. I forgot my password: What should I do?

A. There is no way to retrieve a lost password. The only course of action will be to reset your password to something new. This can only be done using the Password Reset Form located at: <http://fredericktown.k12.mo.us/district/forparents/>

By: Brandon Hale 11/03/2008