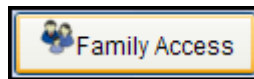


## How to: Change my Username / Password / Email

### Step 1: LOG IN

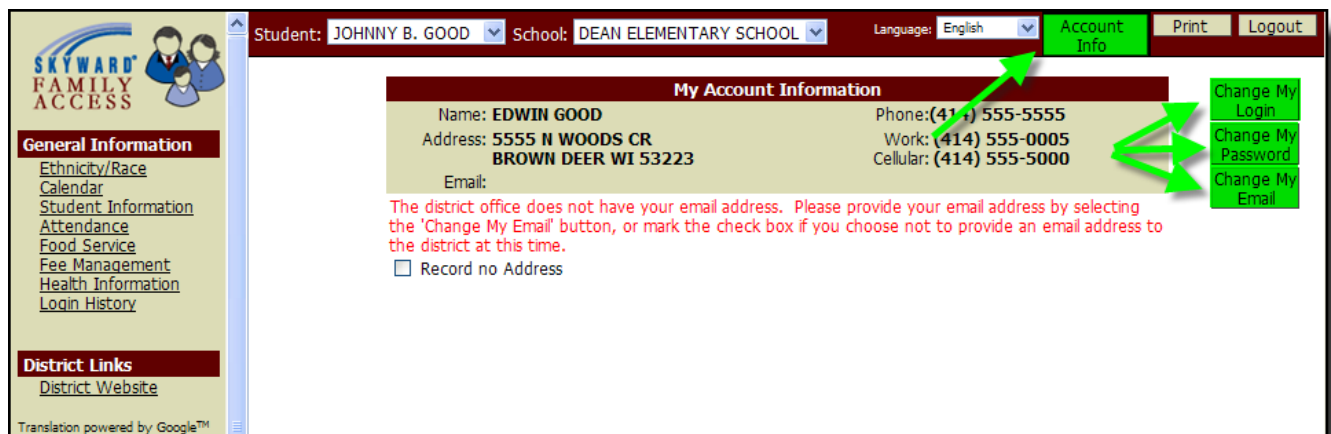
- ♣ Enter your current USERNAME and PASSWORD
  - Default Username: 5 characters of last name + 3 character of first + 000  
(example : Edwin Good = GOOD\_EDW000 or Billy Madison = MADISBIL000  
\*\* notice the space since GOOD is only 4 chars \*\*
  - Password: Issued each year by the school. If you lose or need yours reset please email [familyaccess@browndeerschools.com](mailto:familyaccess@browndeerschools.com)

- ♣ Click SIGN IN



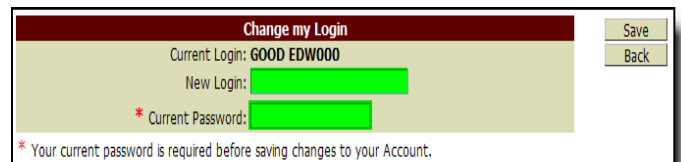
### Step 2: Click FAMILY ACCESS button

### Step 3: Click ACCOUNT INFO



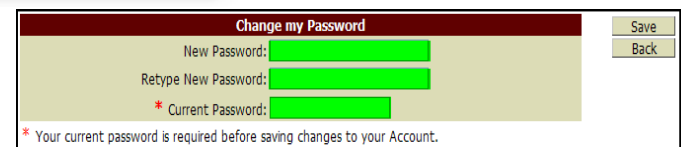
The screenshot shows the 'My Account Information' page. At the top, there are dropdown menus for Student (JOHNNY B. GOOD) and School (DEAN ELEMENTARY SCHOOL), along with a Language dropdown (English) and buttons for Account Info, Print, and Logout. The main content area displays the user's name (EDWIN GOOD), address (5555 N WOODS CR, BROWN DEER WI 53223), and phone numbers. A red message states: 'The district office does not have your email address. Please provide your email address by selecting the 'Change My Email' button, or mark the check box if you choose not to provide an email address to the district at this time.' There is a checkbox for 'Record no Address'. On the right side, there are three green buttons: 'Change My Login', 'Change My Password', and 'Change My Email'. A green arrow points from the 'Account Info' button to the 'Change My Email' button.

- ♣ Select CHANGE MY LOGIN
  - Enter NEW login name
    - Example: GoodFamily
  - Enter CURRENT password to confirm
  - Click SAVE
    - Verification **Login Information successfully changed.**



The screenshot shows the 'Change my Login' form. It has fields for 'Current Login' (GOOD EDW000), 'New Login' (redacted), and '\* Current Password' (redacted). There are 'Save' and 'Back' buttons. A red asterisk note at the bottom says: '\* Your current password is required before saving changes to your Account.'

- ♣ Select CHANGE MY PASSWORD
  - Enter NEW Password - x2
  - Enter CURRENT password to confirm
  - Click SAVE
    - Verification **Password successfully changed.**



The screenshot shows the 'Change my Password' form. It has fields for 'New Password' (redacted), 'Retype New Password' (redacted), and '\* Current Password' (redacted). There are 'Save' and 'Back' buttons. A red asterisk note at the bottom says: '\* Your current password is required before saving changes to your Account.'

**IMPORTANT NOTE:** Please use a valid EMAIL address you monitor daily as this will be the way teachers/staff communicate through the MESSAGE CENTER.