

How to reset your Beaconhills College password

Reset password (Years 6, 7, 8 only, Year 5s should keep their allocated passwords)

1. In Safari, go to Microsoft Account Manager (<https://myaccount.microsoft.com/>)
 - a. Sign in with your College email address and password.
 - b. Tap on **Change Password**
2. Enter a new password TWICE following these criteria:
 - a. Minimum of 12 characters
 - b. No need for uppercase letters or digits and symbols.
 - c. Suggestion: use a short sentence as a password.

Tap Save.