## RESETTING YOUR PORTAL PASSWORD

## **LOGGING IN**

1. Visit <u>www.travisusd.org</u>. At the top of the page, click on "Popular" and then click on the "Parent Portal"





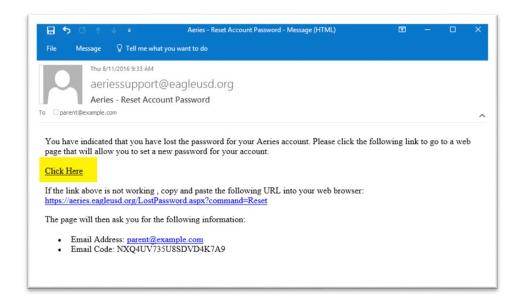
2. Click on the "Forgot Password?" link. *Please only click and go through this process one time.* If there are multiple people resetting their passwords, this can take time to process.



3. Type your Parent Portal email address and click on "Next"



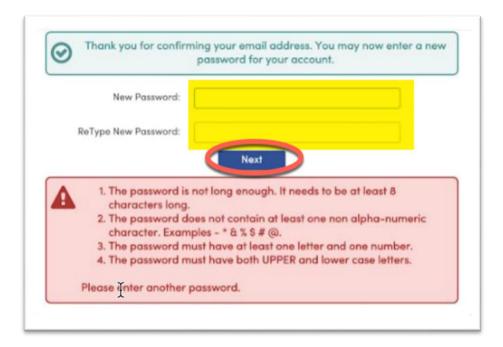
4. Open the email from <u>DoNotReply\_Aeries@travisusd.org</u>. Click on the "Click Here" link.



5. You will be redirected to Step 2, "Email Verification". Your email address and verification code should be prepopulated. Click on "Next"



- 6. Create your new password using the increased complexity requirements which include at least:
  - 8 characters
  - 1 upper- and 1 lower-case letters
  - 1 number
  - 1 special character



7. You will see the final verification screen. Go ahead and click on "Return to Login Page". Your password has now officially been reset.

