

Notice to Parents

Subject: Change Your Portal Password for Enhanced Security**

Dear Parents,

To ensure the safety and privacy of your child's information, we request all parents to change the default password used to access the Parent Portal.

At present, the default password is your child's *Admission Number*. Since this information may be known to others, continuing to use the default password can increase the risk of unauthorized access.

We strongly recommend that you:

- * Log in to the Parent Portal using your current credentials.
- * Change your password immediately to a strong and unique password.
- * Avoid sharing your password with anyone.
- * Choose a password that is difficult to guess and keep it confidential.

A strong password should contain a combination of:

- * Uppercase and lowercase letters
- * Numbers
- * Special characters (such as @, #, \$, %, &)

Example: *Abc@2026!* (Please do not use this exact example.)

Changing your password is a simple but important step in protecting your child's academic and personal information.

If you need any assistance in changing your password or have forgotten your login credentials, please contact the school office or the IT Support Team.

How to change your Parent Portal password

1. Open your school Skoolapps *login page* (not Parent Link search).
2. Choose *STUDENT PORTAL*.
3. Username = *App Code + Admission No* (e.g. SKAP1234).
4. Log in with your password.
5. Top-right → click *profile photo* → *Change Password*.
6. Enter current password, new password, confirm → *Save*.

Forgot password? On login page → *Forget Password?* → enter *registered email* → check email → log in → change password.

Thank you for your cooperation in helping us maintain a secure digital environment.

Fr. Jose Stephen

Principal