

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**.
7. **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**