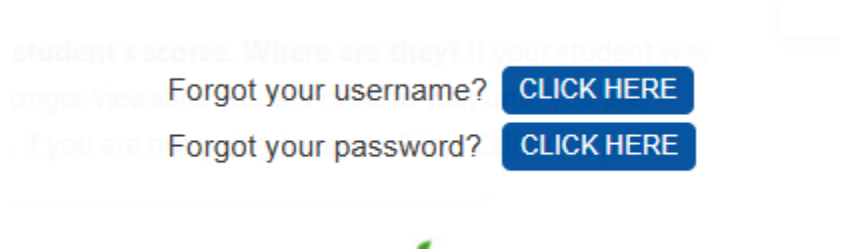


Instructions: How to Reset a Parent Password

1. [Click on this OASIS link: https://oasis.springscs.org](https://oasis.springscs.org)

2. Click on...CLICK HERE to reset your password



3. Request a Temporary Password

- (1) Enter your username. If your username begins with a P use a capital P. It is case-sensitive.
- (2) Enter the main parent email address that Springs has on file for you. CAUTION: Do not leave a space at the beginning or end of your email address as it will create an error. If you get an error, remove the spaces.
- (3) Select Portal: Toggle "Parent"
- (4) Checkmark the Release of Liability
- (5) CLICK Go

Open Architecture Student Information System

Request a Temporary Password

Enter your Username:

Enter your Email on File:

Select which portal you need to access:

☐ **Release of Liability:** By checking this box, I understand that this school and the developers of this software have no control over who has access to this email account. Consequently, I agree to release these entities from all liability, damages or harm caused as a result of my temporary password being sent to this email account.

Made with Tango.us

4. A temporary password has been sent to your email.



Request a Temporary Password

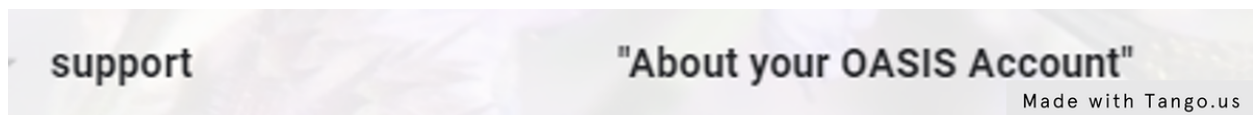
Enter your Username:

Enter your Email on File:

Select which portal you need to access:

☐ **Release of Liability:** By checking this box, I understand that this school and the developers of this software have no control over who has access to this email account. Consequently, I agree to release these entities from all liability, damages or harm caused as a result of my temporary password being sent to this email account.

5. Check your email! Look for this description.



6. Log into OASIS with your username and temporary password. If your username begins with a P use a capital P. It is case-sensitive.

7. Create/enter your new password and click Submit.



.A.S.I.S.
Open Architecture Student Information System

THIS IS YOUR FIRST TIME LOGGING IN. PLEASE CHANGE YOUR CURRENT PASSWORD.

New Password:

Re-type New Password:

Submit

Made with Tango.us

8. Please write down your new password for future use. Thank you!
