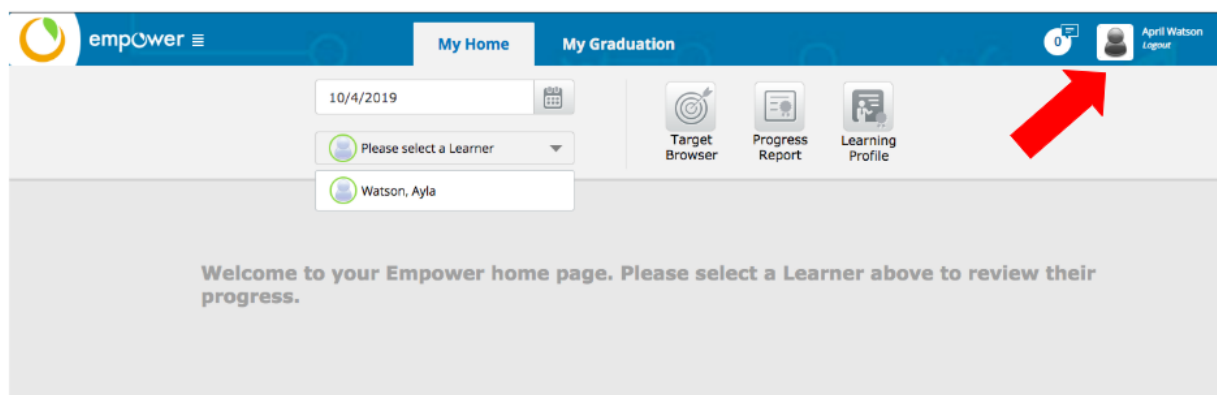


# Resetting and Remind of Passwords in [Empower](#)

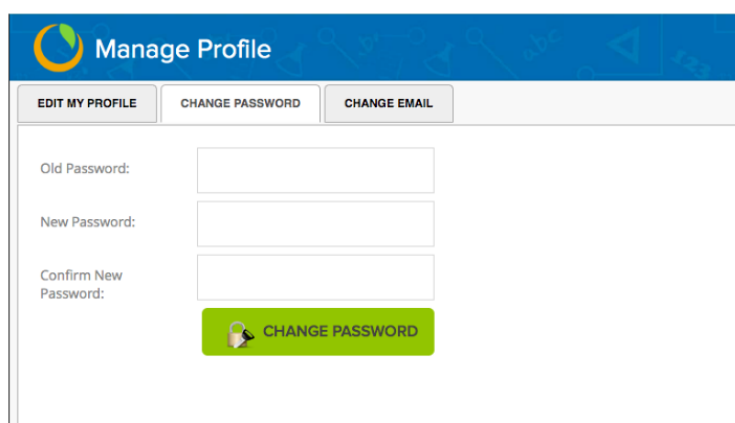
*Please note these directions apply to PARENTS ONLY. Students and staff must reach out to their school's building tech to reset passwords.*

## Resetting your Empower Password

1. Log into Empower with your credentials.
2. Click on the upper right icon next to your name.



3. Choose the tab for “Change Password.” Enter in the old password, new password, and new password again to confirm.
4. Click “Change Password” button.



Note: Even though Empower has a “change email” tab in your profile (which shows the current email address we have on file for you), you can NOT permanently change the email address through Empower. Your email address is fed into Empower from PowerSchool. **Please contact your school to change/update your email address in PowerSchool, and Empower will reflect this change by the next day.**

# Resetting and Remind of Passwords in Empower

## Remind of your Current Empower Password (“Forgot Password?”)

If you know your username but can’t remember your password, you can request for your current password to be emailed to you.



## Empower password recovery Inbox x

support@3shapes.com

to me ▾

Your Empower password is  <p>--<p>Empower Team.

# Resetting and Remind of Passwords in Empower

## ✓ 1-Resetting and Remind of Passwords in Empower (For OS) -

- Resetting and Remind of Passwords in Empower. --Restableciendo y Recordación de su Contraseña en Empower
- *Please note these directions apply to PARENTS ONLY. Students and staff must reach out to their school's building tech to reset passwords.* -Por favor note que estas instrucciones son SOLO PARA PADRES o TUTORES DE FAMILIA. Estudiantes y empleados necesitarán contactar al técnico de su escuela para restablecer sus contraseñas
- Resetting your Empower Password — Como restablecer su Contraseña de Empower
  1. Log into Empower with your credentials. —Inicie sesión en Empower con su información de acceso/nombre de usuario.
  2. Click on the upper right icon next to your name. —Haga clic sobre el icono localizado en la esquina superior derecha al lado de su nombre.
  3. Choose the tab for “Change Password.” Enter in the old password, new password, and new password again to confirm. —Seleccione la pestaña/ficha nombrado “Change Password” (Cambio de contraseña). Ingrese su contraseña anterior y después ingrese su contraseña nueva, ingrese nuevamente su contraseña nueva para así confirmarla.
  4. Click “Change Password” button. —Ahora haga clic en el botón verde donde dice “Change Password” (Cambio de contraseña).
- Note: Even though Empower has a “change email” tab in your profile (which shows the current email address we have on file for you), you can NOT permanently change the email address through Empower. Your email address is fed into Empower from PowerSchool. -Por favor note: Aunque la pantalla digital de Empower tenga una pestaña que dice “Change Email” (Cambio de correo electrónico) en su perfil (en el cual ud. podrá ver el correo electrónico que tenemos registrado en su perfil), ud. NO podrá cambiar su correo electrónico permanentemente en Empower.
- Please contact your school to change/update your email address in PowerSchool, and Empower will reflect this change by the next day. —Si úd. desea cambiar su correo electrónico, por favor contacte su escuela para informarles que quiere cambiar/actualizar su correo electrónico en PowerSchool, Empower reflejará este cambio el próximo día.

# Resetting and Remind of Passwords in Empower

- Remind of your Current Empower Password (“Forgot Password?”)-**Recordación de su contraseña actual en Empower (“Forgot Password?”)**
- If you know your username but can’t remember your password, you can request for your current password to be emailed to you.—**Si úd. sabe su nombre de usuario pero no puede recordar su contraseña, por favor pídale a la escuela de su estudiante que le mande su contraseña en un correo electrónico.**