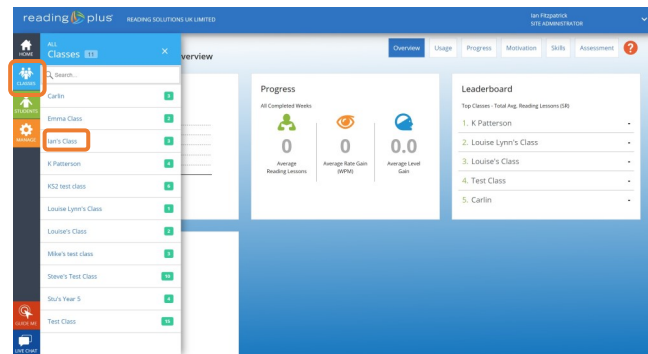


# How to Edit and Lock Pupils Passwords

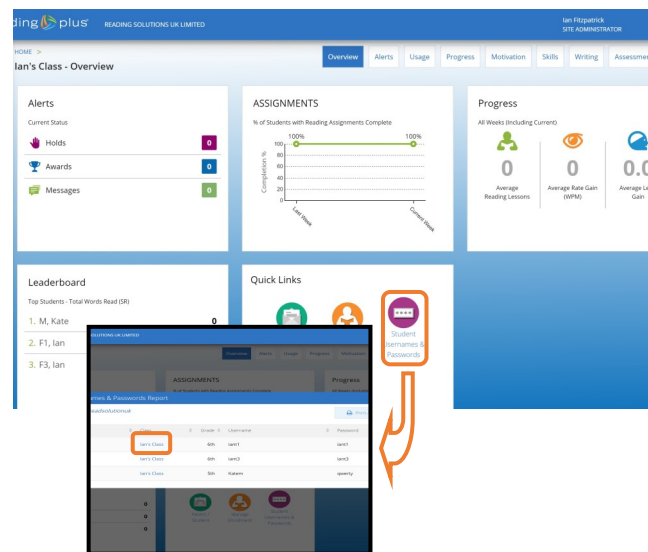
## Editing Pupil Passwords

As a teacher you can change a pupil's password at any time.

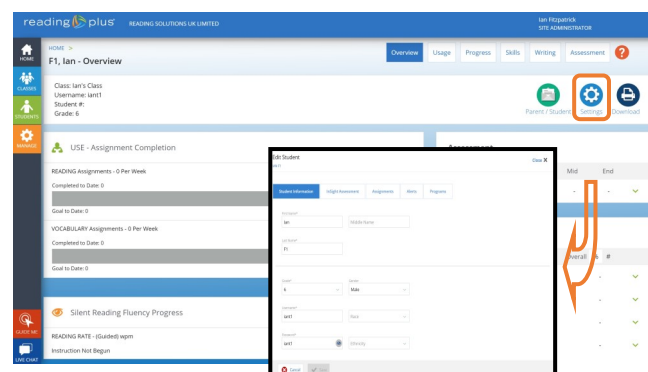
Firstly, log onto Reading Plus® as an Educator and select the correct class, clicking **Classes** first.



Click on **Student Usernames and Passwords** then the pupils name.



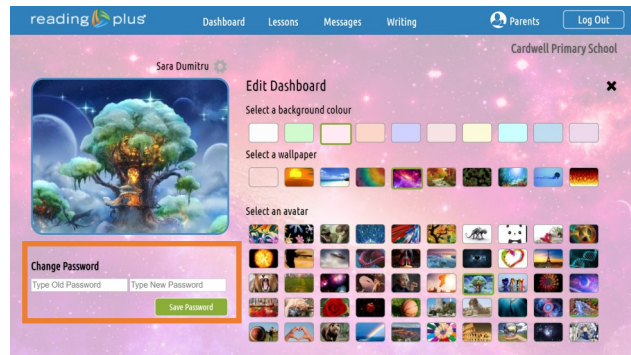
Click on the **Settings** icon, then type in the new password into the password field and select save.





By default, Reading Plus is set up to allow pupils to change their password.

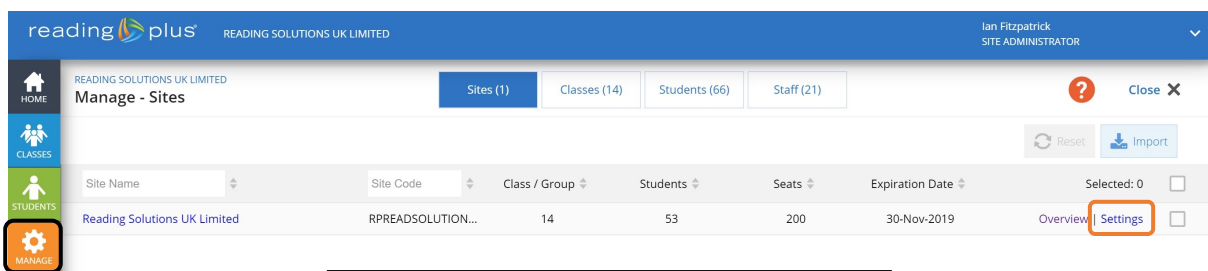
Pupils can change their password by clicking on the avatar, then selecting **Change Password**. They will need to type in their **Old Password** followed by **New Password**, then **Save Password**.



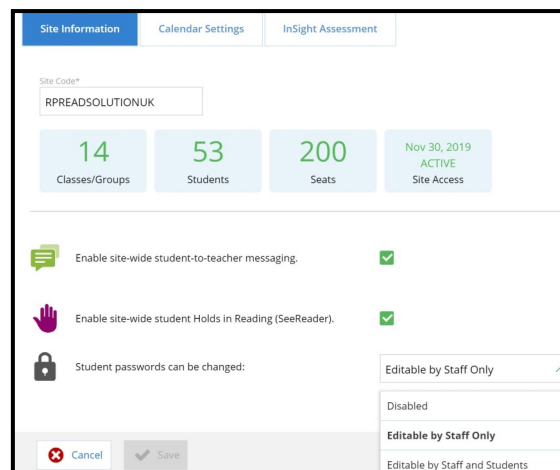
### Locking Pupil Passwords

If you don't want the pupils to be able to change their passwords, you can **lock passwords**.

Locking passwords only allows the teaching staff with Admin rights access to change the pupils' passwords.



To make passwords editable by only, click on **Manage** then settings to choose your preferred.



Staff options.

