



Edsby – Forgot Password for Parents – Steps to reset passwords



Choose Forgot Password

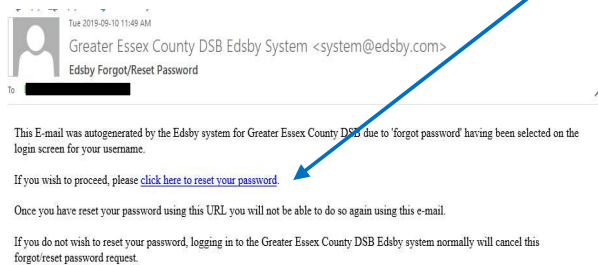
The login screen features the Edsby logo at the top. Below it, the text "Sign in to Greater Essex County DSB" is circled in red. Underneath are fields for "Password" and a checkbox for "Keep me logged in". There are buttons for "Log In" and "Microsoft" (with a logo). At the bottom, there is a link for "Forgot Password?". A blue arrow points from this link to the "Forgot Password?" dialog box shown in the next step.

Enter your email that is on file with the school (this is your username). You will be prompted to check your email.

The "Forgot Password?" dialog box has a blue header with the Edsby logo. It says "Having trouble logging in? Please enter your username or email into the box and I'll do my best to help." Below this is a text input field containing a redacted email address. At the bottom are "Cancel", "Continue", and "Close" buttons. A blue arrow points from the "Continue" button to the next dialog box.

The "Forgot Password?" dialog box now shows a green message box that says "Please check your email and follow the instructions in it." There is a "Close" button at the bottom right. A blue arrow points from the "Close" button to the email screenshot in the next step.

You will receive an email to reset your password. Click the link.



Input your new password:

The "Reset Password" screen features the Edsby logo and the title "Reset Password". It has two text input fields: "New Password" and "Verify Password". Below these are "Continue" and "Cancel" buttons.