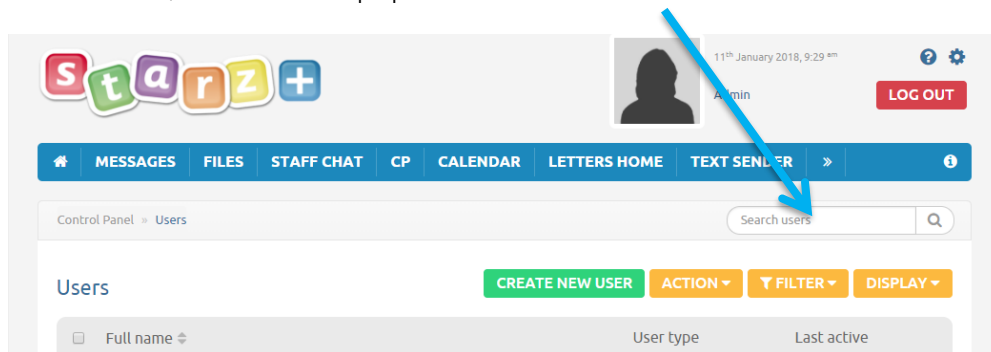


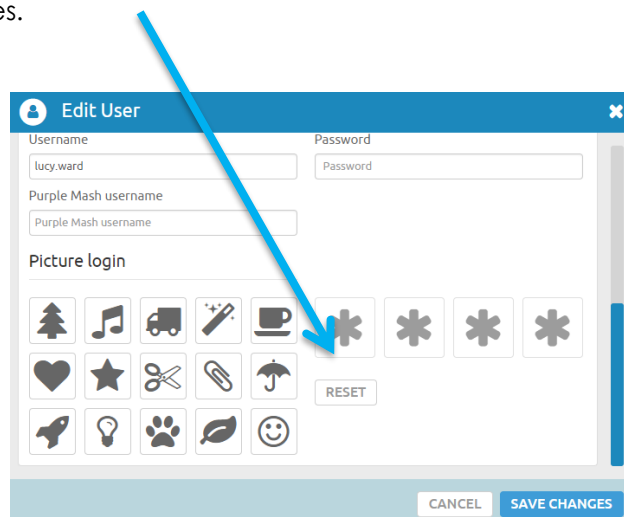
Resetting Logins

Admin users of the platform have the ability to reset logins on an individual basis for other users; teachers, staff, governors, contacts as well as pupils. To do this:

- Log into Starz+ and select the Admin access route
- On the blue navigation bar select CP followed by Users on the drop-down
- Use the search tool to locate the account which requires a reset. Enter the last name for adult accounts, first name for pupils.



- From the filtered list which will appear, click onto the name of the account you are looking for, this will produce a pop-up showing the account details.
- Select the second tab – eSchools settings. Scroll down slightly to reveal the username and password fields.
- Enter new login details. **Note: it is possible to amend usernames for all accounts.** For instance, Alexander could be changed to Alex, Susan to Sue.
- If a picture login change is required for a pupil, select the Reset button first before selecting four new pictures.



- Save your changes.

Note: If passing on details to an adult user, please ask them to reset their password for e-safety reasons as soon as they have gained access. This is achieved by selecting the cog in the top right of the Dashboard screen.