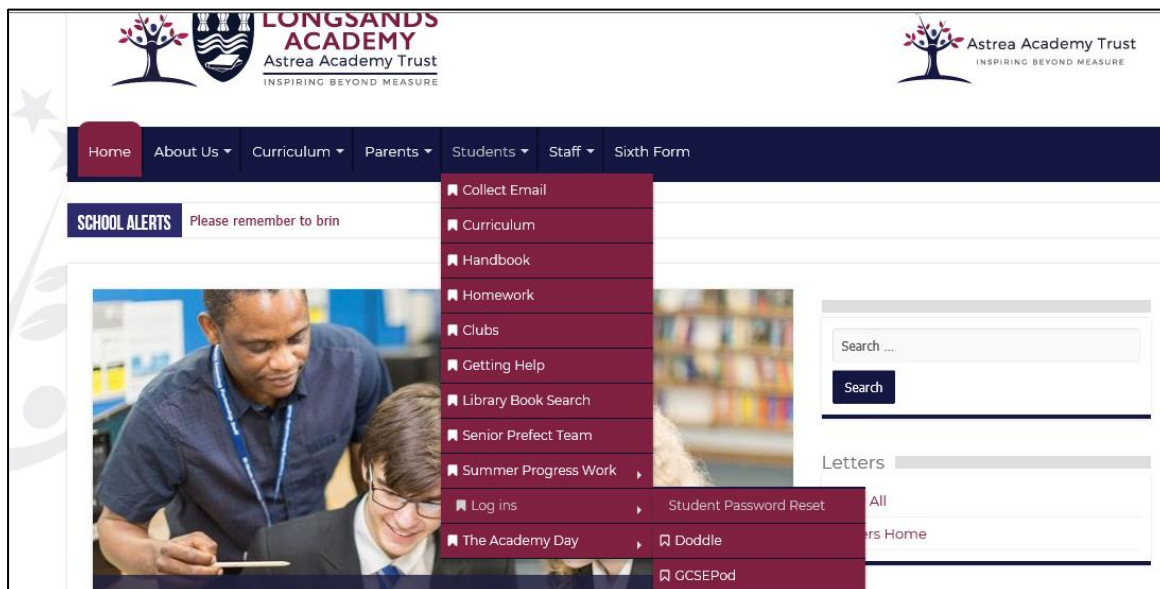


Instructions for changing your passwords

If you need a password change, for example your email, doddle or GCSEpod, go to the academy website <https://www.astrea-longsands.org/student-password-reset-form/> or find it using the instructions below:

1. Go to the Students menu and select 'Log ins', then Student Password Reset.



2. To reset your email password complete the form as described below. For GCSEpod, Doddle and all other resources use the information at the bottom of the webpage.

Student Password Reset

Student Name (required)

You need to fill in the form with your details.

Your Student ID is your login number for school.

Once sent the IT team will make you a new temporary password that will be emailed to your PARENTS/CARERS email address.

You will then need to change this password and we would recommend you make a note of it in a safe place or write-down clues.

Student ID

Student Date of Birth (required)

Once the password has been reset, your parent/carer will receive notification of the new temporary password