


How to Setup or Reset your Password for an MLC School Parent

To **Setup or Reset your password**, open a web browser and go to <https://passwordreset.mlcsyd.nsw.edu.au>


Enter the email address which needs a new password and click **Reset Password**.

Click [here](#) to see instructions



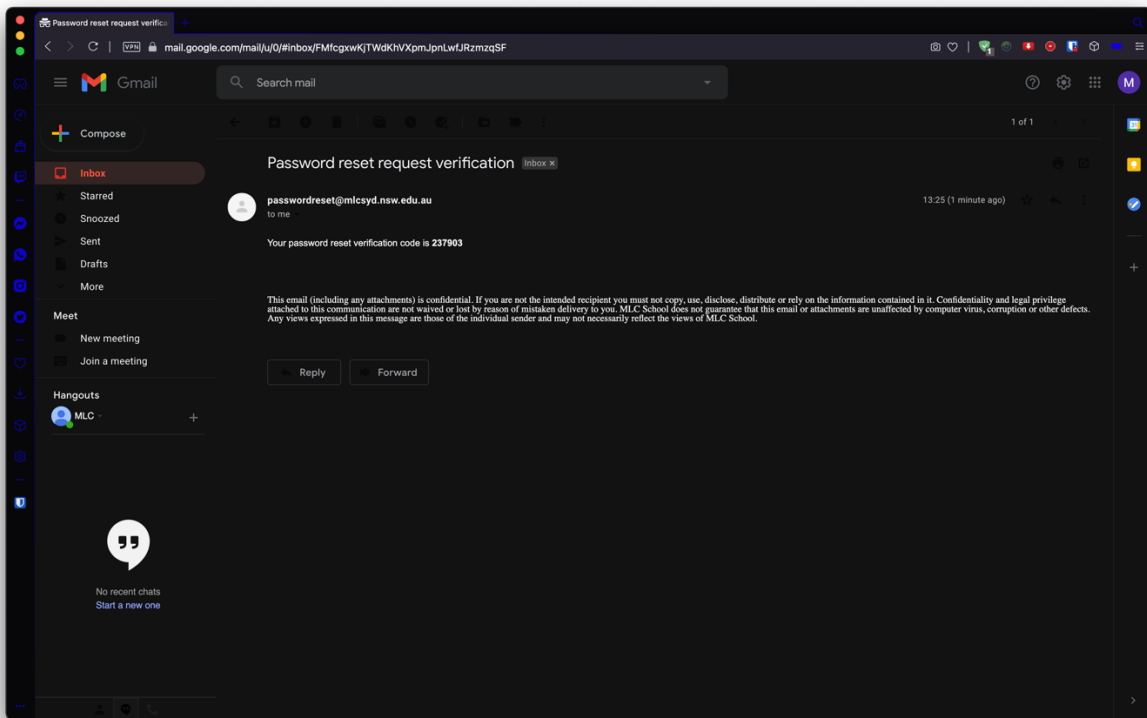
Setup or Reset Password

You can setup or reset your password here.

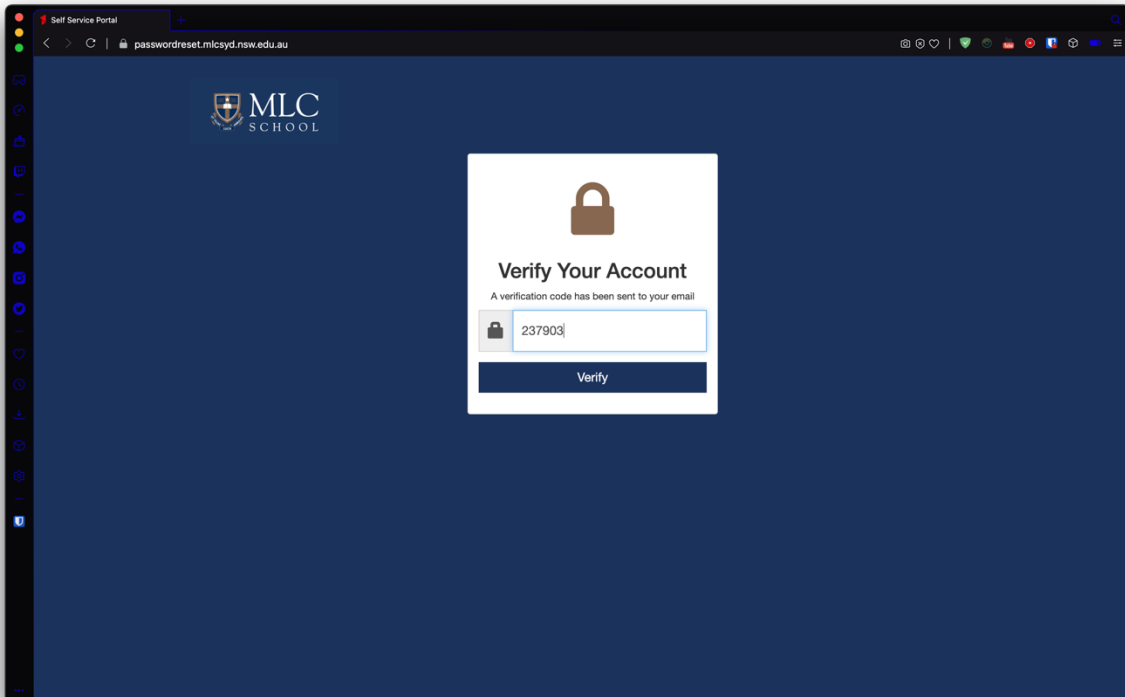


Reset Password

Check your email address used for the password reset and take note of the verification code.



Enter the verification code from your email into the **Verify Your Account** window and click **Verify**.

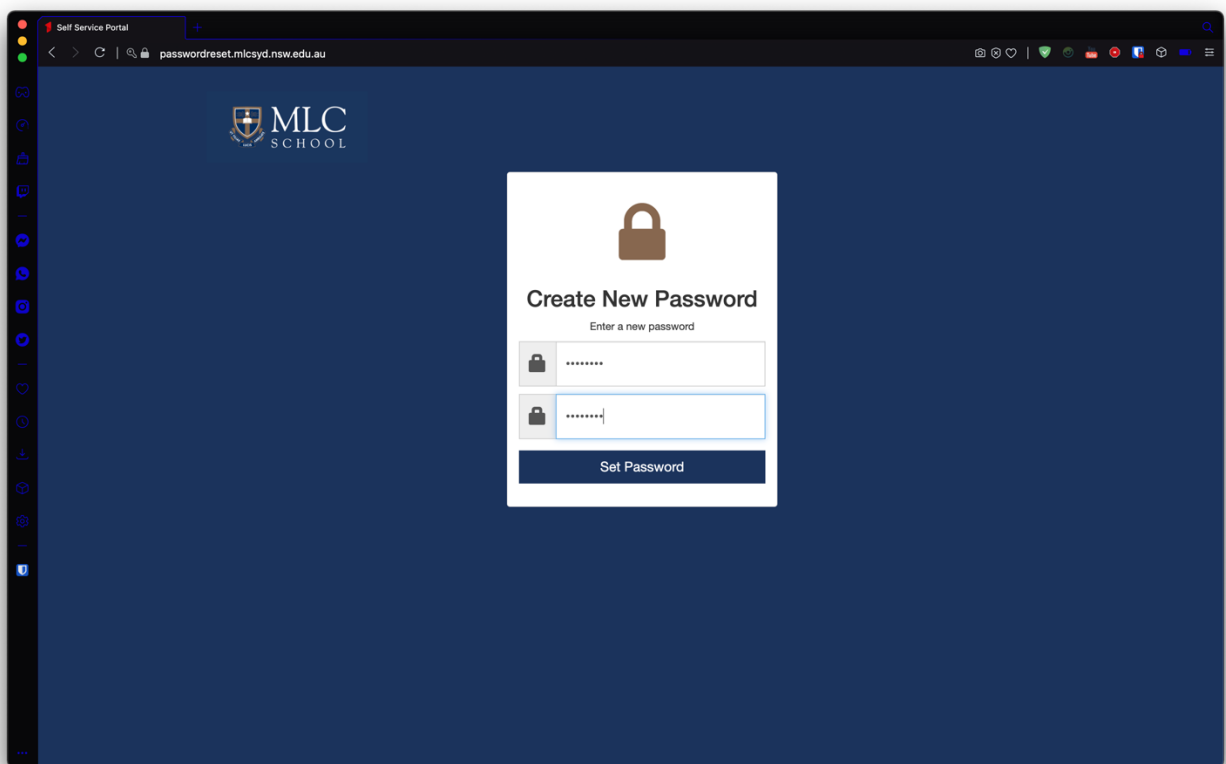


In the **Create New Password** window, create a new password:

Passwords must contain characters from at minimum, three of the following four categories and be no less than 10 digits:

- English uppercase characters (A through Z)
- English lowercase characters (a through z)
- Numbers (0 through 9)
- Non-alphabetic characters (for example, !, \$, #, %)

Click **Set Password**

A screenshot of a web browser window showing the 'Create New Password' form. The browser's address bar displays 'passwordreset.mlcsyd.nsw.edu.au'. The page features the MLC School logo in the top left. The central form is white and contains a brown padlock icon, the title 'Create New Password', and the instruction 'Enter a new password'. Below this are two password input fields, each with a small padlock icon on the left and a series of dots for the password text. A dark blue button labeled 'Set Password' is positioned at the bottom of the form. The browser's sidebar on the left shows various navigation icons.

You have now changed your **MLC School password**.