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

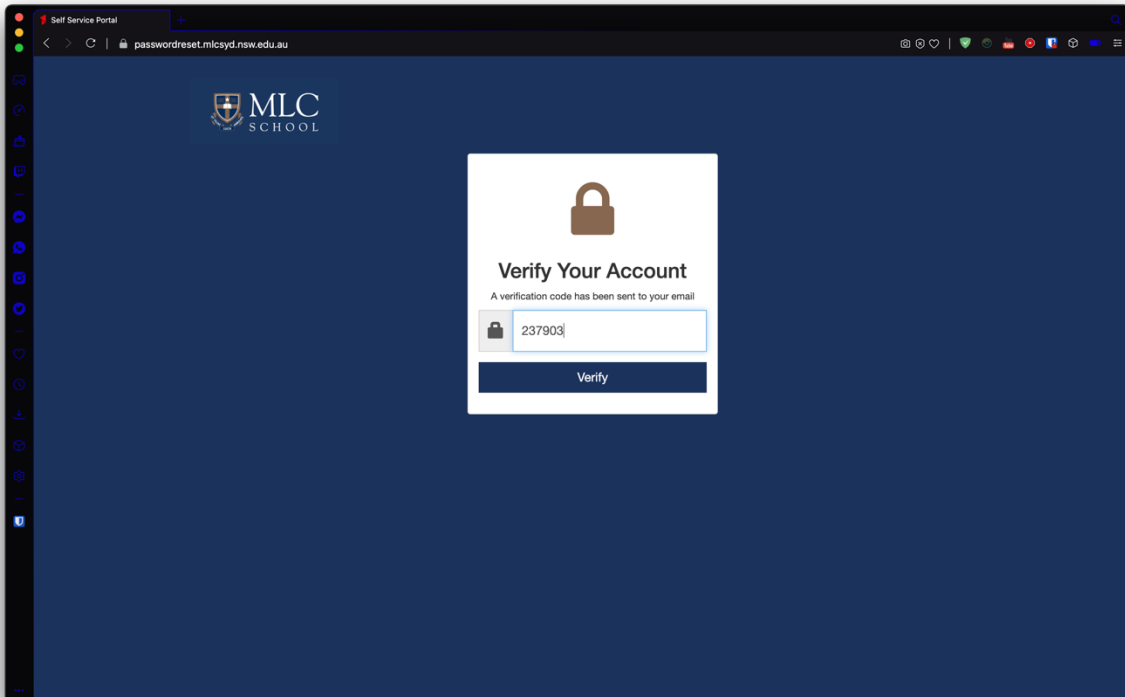Enter the email address which needs a new password and click **Reset Password.**

Check your email address used for the password reset and take note of the verification
code.
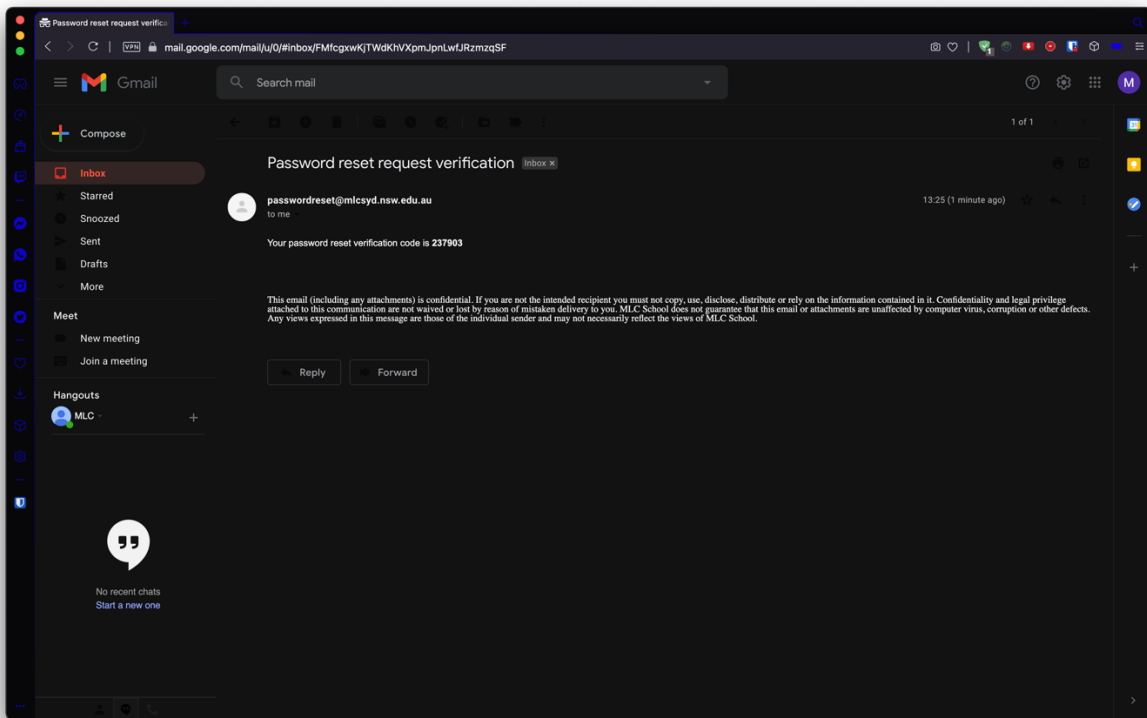
Enter the verification code from your email into the **Verify Your Account** window and click **Verify.**
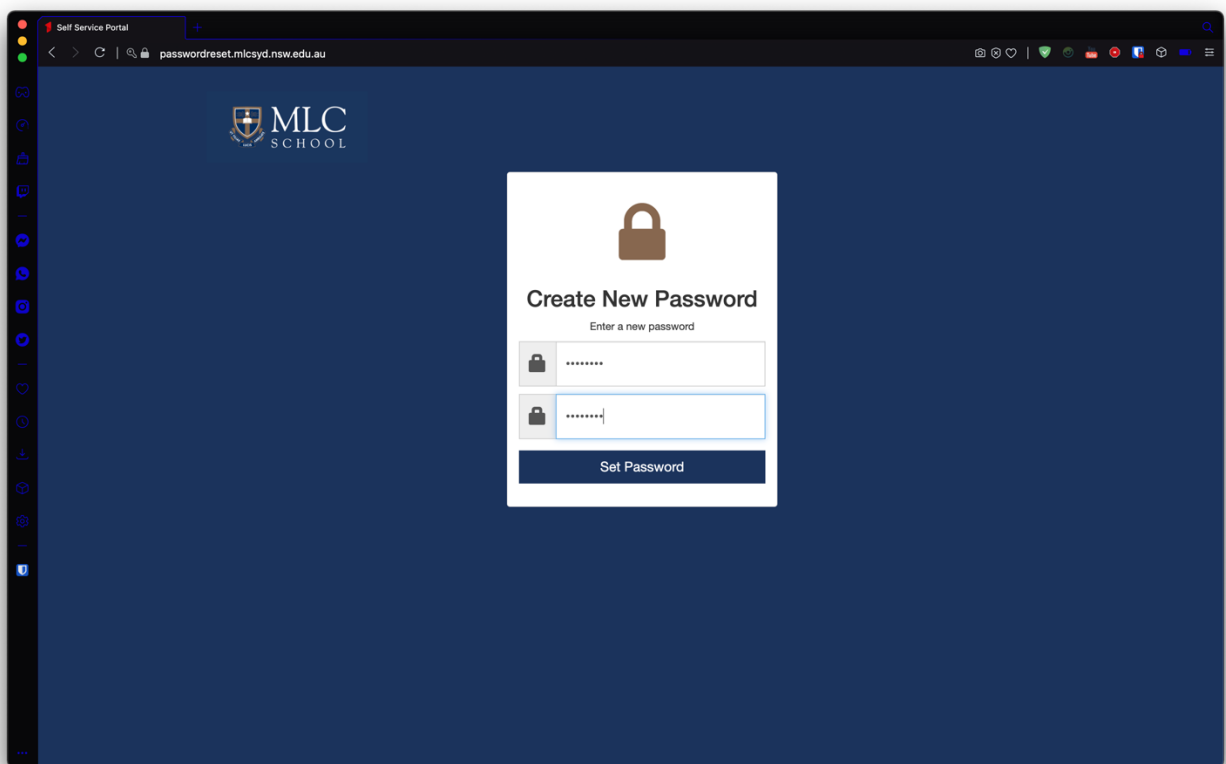
In the **Create New Password** window, create a new password:

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**

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