

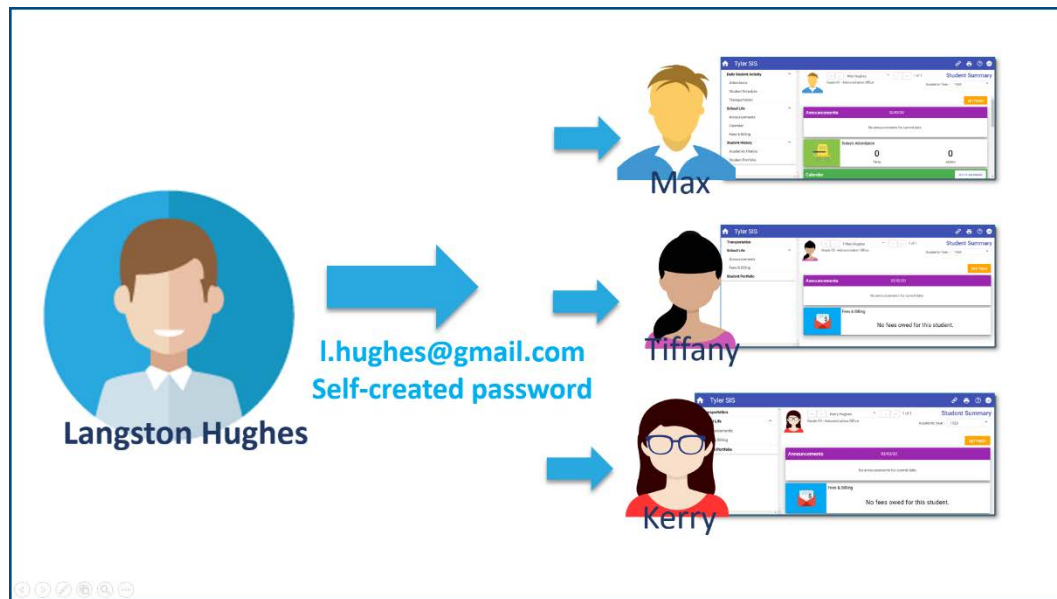
## RETSD Parent Portal Changes

The River East Transcona School Division has made significant changes to our Parent Portal. These changes have an impact on:

- A. Portal Structure
- B. Portal Security

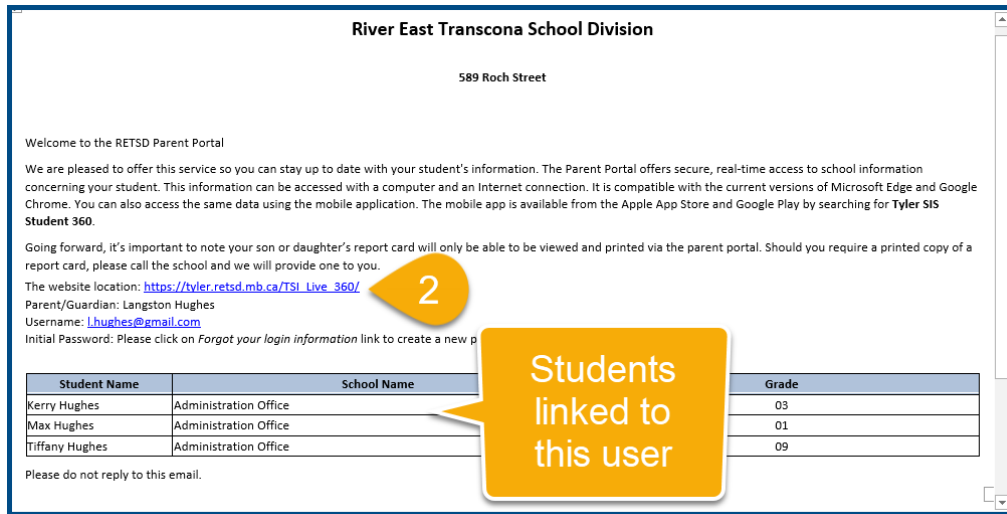
### A. Portal Structure Changes

- Student Contact will now only have one account to access the information for all students that they have connection
- Usernames for portal accounts have been changed to be the email address.

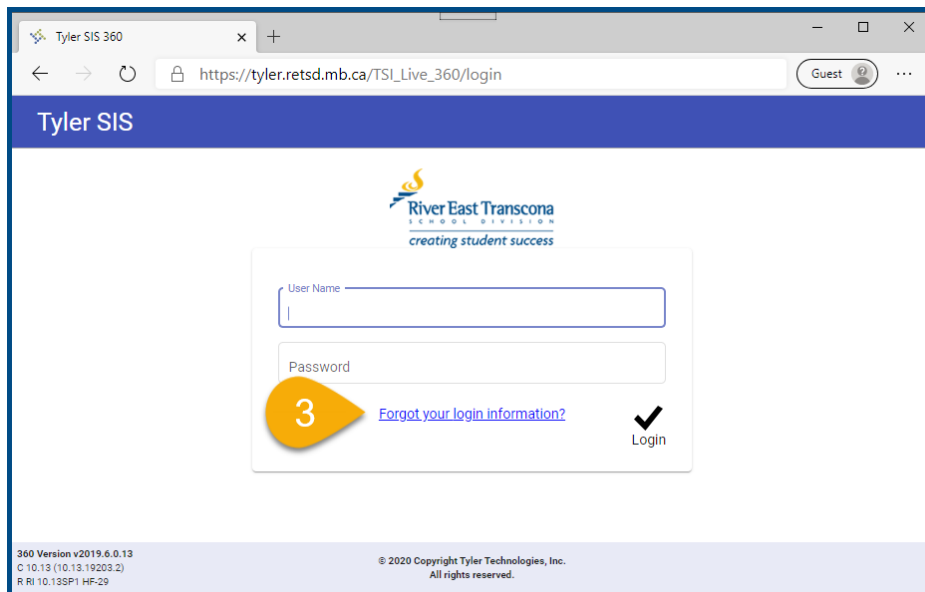


## B. Portal Security Changes

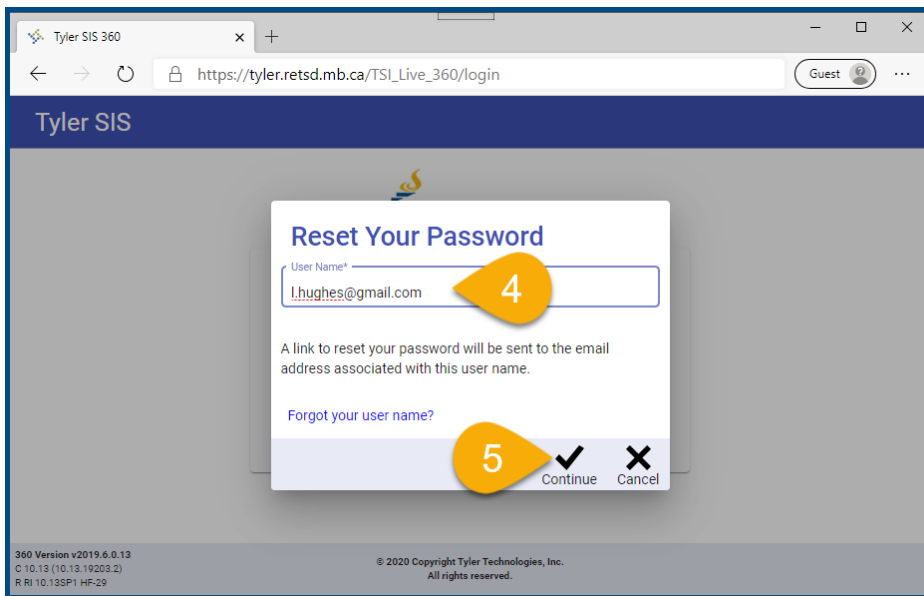
1. Schools will send out an email notification to new portal users. It will contain:
  - a. Username (email address)
  - b. A list of linked students
  - c. A link to the portal site



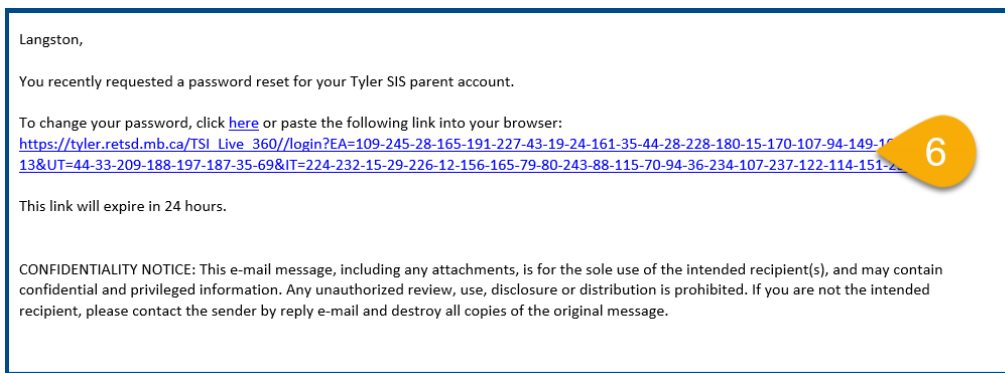
2. Click the link to go to the portal site.
3. Click the **Forgot your login information** link.



4. Enter your email address.
5. Click the **Continue** button.



6. You will receive another email with a reset password link. Click this link.

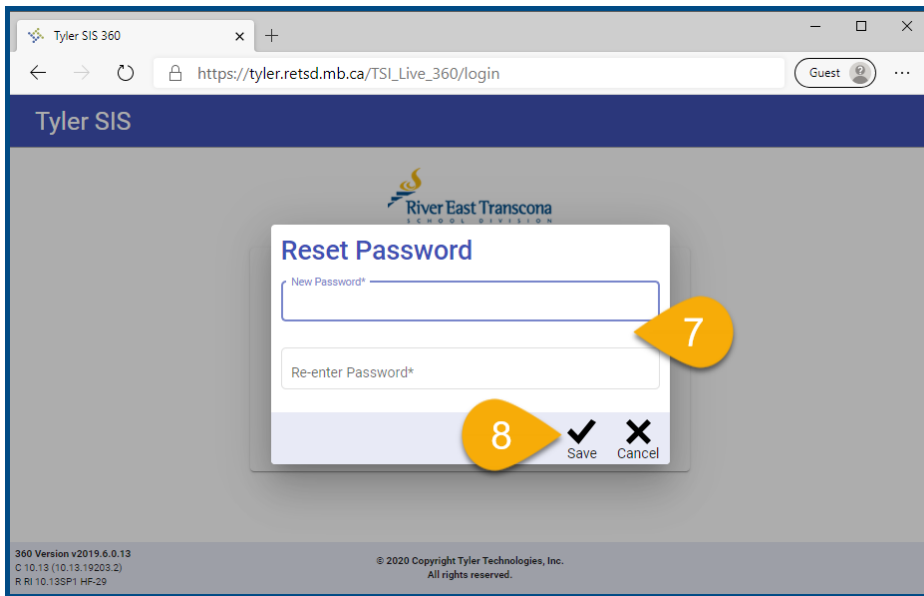


7. Enter your new (phrase-based) password and then repeat the entry. This password will need to fit the RETSD requirements:

- At least 14 character long (including spaces)
- At least one upper case character
- At least one lower case character
- Special character like punctuation or symbol

Examples include:

- The Bombers are Grey Cup Champs!
- My dogs name is Santos L Helper.



8. You will then be able to login to the portal and access the student information.

