

ACCESS DIGITAL PRODUCTS AT:
www.gallopade.com/online

How To... **Change a student's password**

- **Login** as Administrator or Teacher
- Click on **Users** at the top of the screen
- Locate the student whose password you wish to change
(You can type part of his or her name into the search box to narrow down the list.)
- Hover over the **3-dots-icon** for the student, and select **Edit User Info**
- **Enter** the student's new password (you cannot see it, but it is there)
NOTE: password is case-sensitive
- Click **Save**

The student's password has been changed.

*We are very happy to have you as a Gallopade customer and are eager to serve you any way we can.
Sincerely, The Gallopade Team*