



Children's University Online:

Resetting a child's forgotten password

When a child logs in for the first time they will be asked to set a password. As an administrator you are able to log in and reset their password should they forget.

What you'll need

In order to reset a child's password on Children's University Online you will need

- Your Children's University Online log in
- Full name of learner

Step 1

- Go to www.childrensuniversity.co.uk and look for the word 'Login' at the top right. Choose to login as staff and enter your details your username will be your email address and your password will have been sent to you by Children's University Trust (remember to check your junk folder!)

Step 2

- On your dashboard you will see School Children click on *All*



Step 3

- Once you have clicked *All* it will bring a list view of all the children. You will then be able to click on the blue button *Reset Password*

DASHBOARD > CHILDREN

[+ Add New](#) SORT BY: Date modified 11 [Search and Filters](#)

First Name	Last Name	Username	Current Hours	Created	
Tomi	Baker	T.Baker.9729	9	24/09/2019	Edit Reset Password Delete
Joe	Bloggs	J.Bloggs.8049	8	24/09/2019	Edit Reset Password Delete

2 results, page 1 of 1

Step 4.

- Please fill out the form and press *Set*. When it asks for *Your Password* you will need to enter **your** admin/staff password that you use to log in to the site.

[DASHBOARD](#) > [CHILDREN](#) > RESET PASSWORD

Change Password for Child T.B:

Please confirm **your** current password (for security), and enter a new password. Passwords should be at least 8 characters, and have at least one letter and one number.

Your Current Password

New Password

Confirm New Password

Set

Sorry, I don't understand!

- Please contact your Children's University Manager or our Digital Inclusion Officer Cordelia Howard cordelia.howard@childrensuniversity.co.uk