#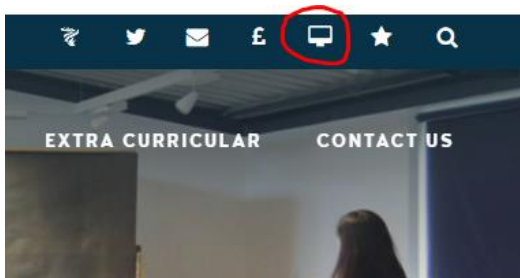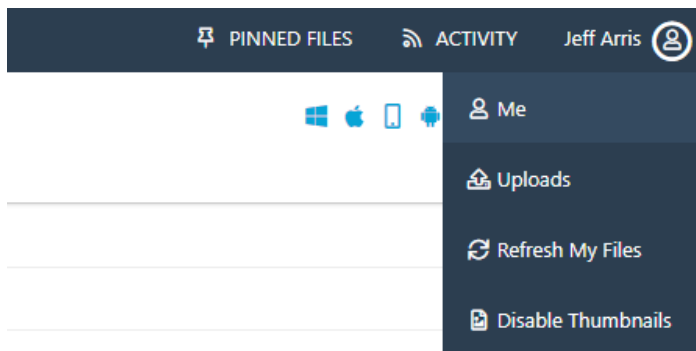 How to change your password using FoldR if you know it & how to setup a recovery email address to recover a forgotten password in the future.

1. To change your password if you know it.

From the school website : www.balcarras.gloucs.sch.uk click the Network link:

Sign in to FoldR and then choose the "Me" option.

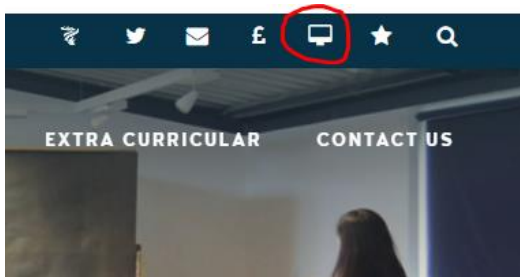This will give the option to change your password:

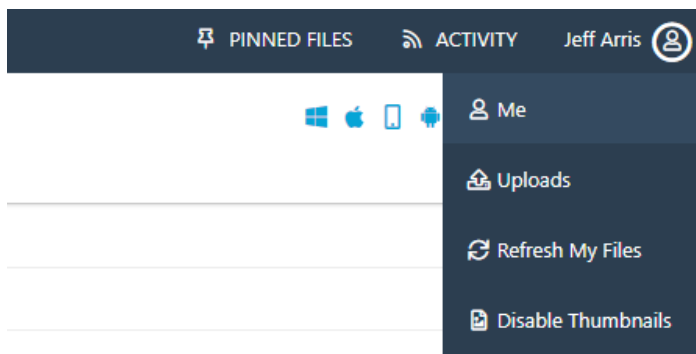## 2. Balcarras School Network/Office 365 password recovery using FoldR

Password recovery link : **https://foldr.balcarras.gloucs.sch.uk/home/?self_service=1**

In order to maintain the safety of your school logon and to allow you greater flexibility when you access the school network we are asking all pupils and staff to set up a backup email in the event that their passwords don't work, there are instructions on how to do this below.
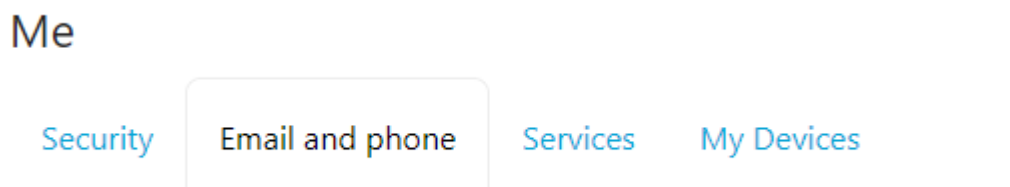
From the school website : www.balcarras.gloucs.sch.uk click the Network link:

Sign in to FoldR and then choose the "Me" option.

Choose the Email and Phone Tab

Enter your **Personal email address**

Once you've entered the email address you wish to use for password recovery you will then be sent a code to that address to verify you have access to it.

Enter the verification code to confirm your email address.

Verification Code

VERIFY

Not now

To recover the forgotten password.

Use your browser to navigate to :

https://foldr.balcarras.gloucs.sch.uk/home/?self_service=1

Enter your full email address in the Username box, click the required icon and click NEXT.

Reset Your Password

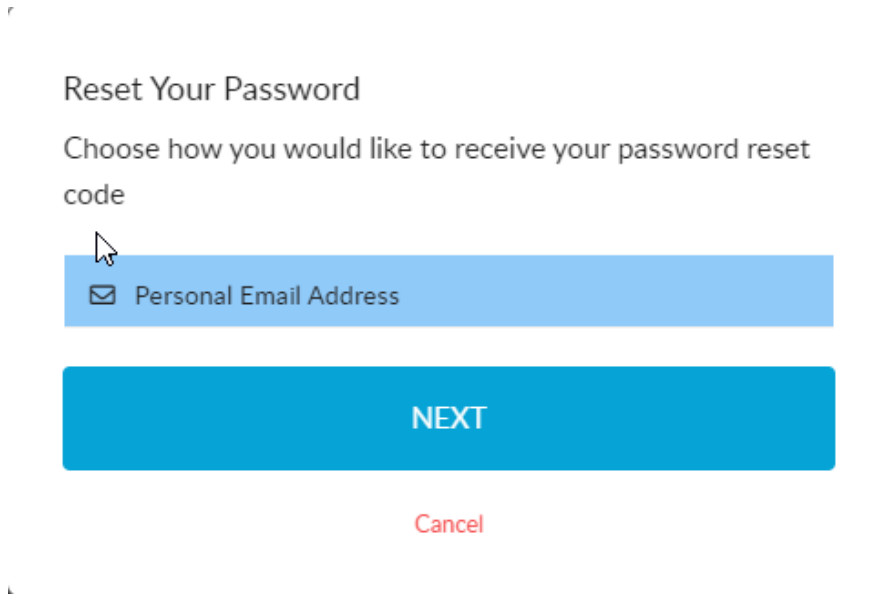Enter your username to find out if you can reset your password

Username

6822@balcarras.gloucs.sch.uk

Click or select the **Trousers**

🤖 🚩 👖 🎼 🌳 🔄

NEXT

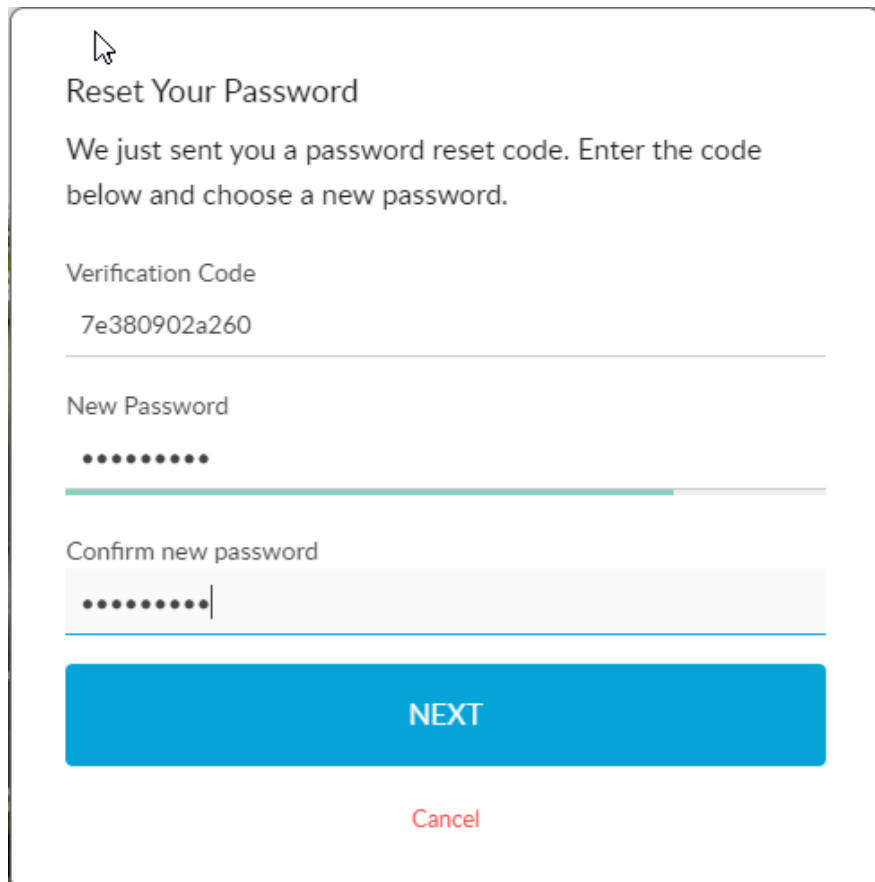Click on Personal Email Address and then click NEXT

Reset Your Password

Choose how you would like to receive your password reset code

✉ Personal Email Address

NEXT

Cancel

You will be sent a verification code to your personal email address, which you enter along with your **new** password.

Reset Your Password

We just sent you a password reset code. Enter the code below and choose a new password.

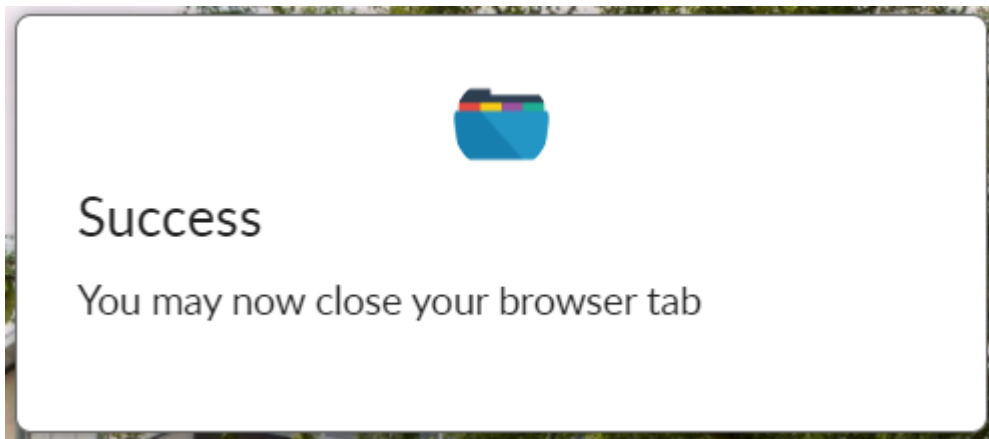Verification Code

7e380902a260

New Password

•••••••••

Confirm new password

•••••••••

NEXT

Cancel

Your password should now be reset and you will be able to logon to FoldR and Office365 in the usual way.