**Passwords**

Passwords expire 120 days after they were last reset.

How to change a password.

If the pupil knows their current password, follow these steps:

• If a password expires, or needs to be reset and the pupil knows their old password go to https://services.c2kni.net/ums

* 1. • Enter the required details as per the screenshot below and the new password will be registered.
  2. 

If the password expires and the pupil can’t remember their current password:

Get their parent or guardian to email their teacher (teacher email addresses can be found in the home learning tab) and ask for the password to be changed. Their teacher will allocate them a new password and email it back to the parent/guardian.

For security purposes please email your teacher (from your C2K email account) your new password and enter it into their homework diary.