

How to reset my Parent/Authorized user password?

1. Click on the [LaVerne Portal](#) and login with your user name and email password.
2. Click on **Financial Aid & Student Accounts**.
3. Click on **Student Account Services**.
4. Click on **My Student Account Center**.
5. Under the **Authorized User & Parent PINs** section
 1. Click on Edit next to the name of your Authorized User
 2. Scroll down to the bottom of the page and click on Reset Password
6. A new email will be sent to your **Authorized User** with a password.

Username

First Name

Last Name

Email Address

Confirm Email Address

Relationship to Student

Phone Number

Address Line 1

Address Line 2

City

State

Zip

Add a note to the welcome email (optional)

Should this person...

be allowed to log in? ☒ Yes ☐ No

receive Installment Payment Plan email notifications? ☒ Yes ☐ No

be allowed to receive SMS (text message) notifications? ☒ Yes ☐ No

OK Reset Password Cancel