



Cedar guide for parents and carers; Reset your password

This guide is for parents/carers who have already created a Cedar parent account and now require their password to be reset.

If you have not yet created an account, you can do so by visiting:
<https://cedar.huddnewcoll.ac.uk/auth/account/create>

Reset your password

1. Go to the Cedar login page <https://cedar.huddnewcoll.ac.uk/> and click the 'Parent Portal' button



2. Click on the 'Reset Password' icon which has appeared underneath the 'Login' button.

A screenshot of the login form. It features two input fields: 'Email Address:' and 'Password:'. Below the 'Password:' field is a green 'Login' button. Below the 'Login' button is a red 'Reset Password' button.

3. For security purposes, you will be asked to confirm your email address, the student reference number and the student's date of birth. Once completed, click 'Submit'.

Reset Parent Password

Fields marked with an asterisk (*) are required.

Your Email Address *	<input type="text"/>	
Student Reference *	<input type="text"/>	?
Student Date of Birth *	<input type="text"/>	

4. Cedar will automatically check if this information matches our records. If there is a match, Cedar will send an email to the registered email address within 5 minutes. This will look similar to the email you received when activating your account.
5. Once you receive the email, click the link and it will take you to reset your password. Please note that you will only have 24 hours to reset the password, otherwise you will need to follow from step 1 again.
6. To view the student record, go to the Cedar parent portal <https://cedar.huddnewcoll.ac.uk/>
7. Type the registered email address as the username and the chosen password to access.