

## Setting a Password on PowerGrade

For security reasons, it is important to set a password that prevents others from opening the gradebook. (The password on the PowerGrade is NOT connected to PowerSchoolTeacher.)

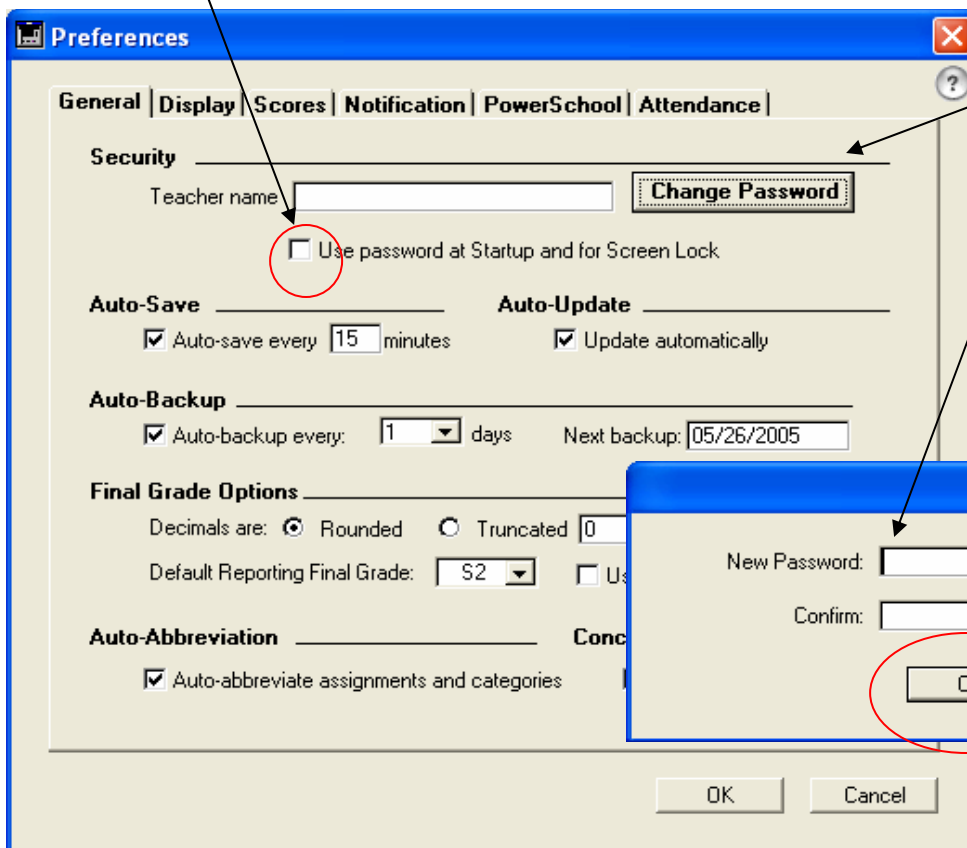
### Setting Preferences

Click on the Preferences button...



The Preferences window will appear with the **General** tab active...

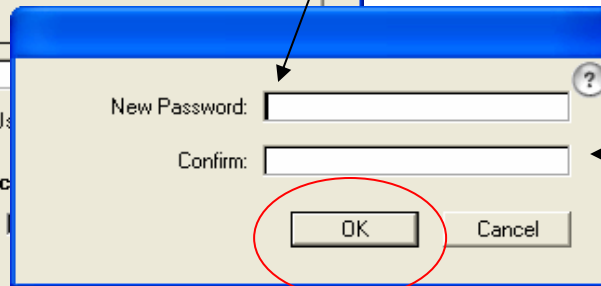
1. Check the box "Use password at Startup and/or screen lock".



2. Click on the Change Password button...

3. Type a password that is easy to remember but not easy for anyone to guess.

4. Retype the password in the Confirm box and click OK



The next time the gradebook is opened, you will be prompted for the password.

**Never leave a written copy of your password in plain view of students or anyone that should not be using the gradebook.**