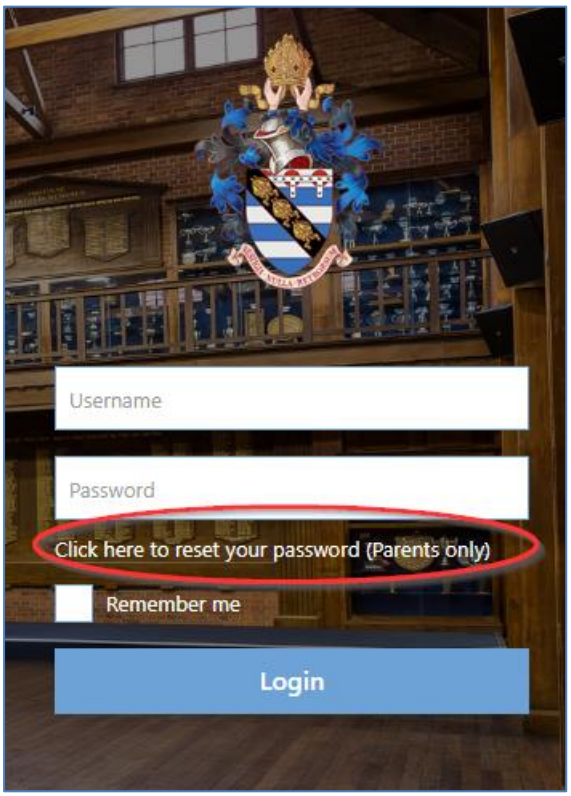
How to set up your Schoolbox account

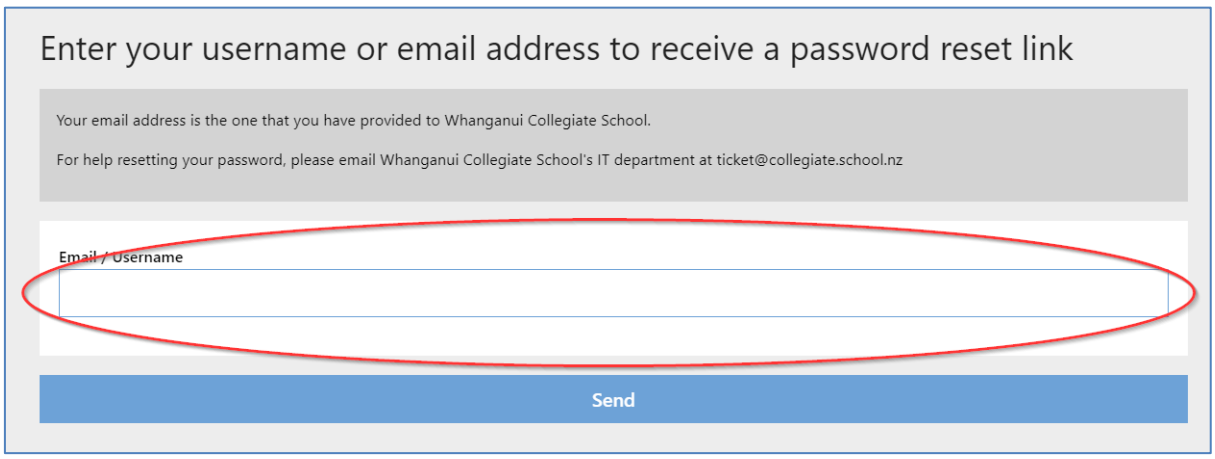
a guide for parents

1. Go to https://schoolbox.collegiate.school.nz/login/

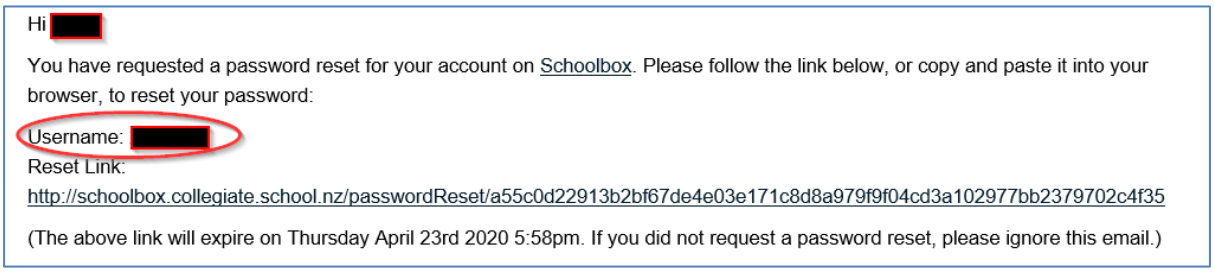
2. Click the link to reset your password



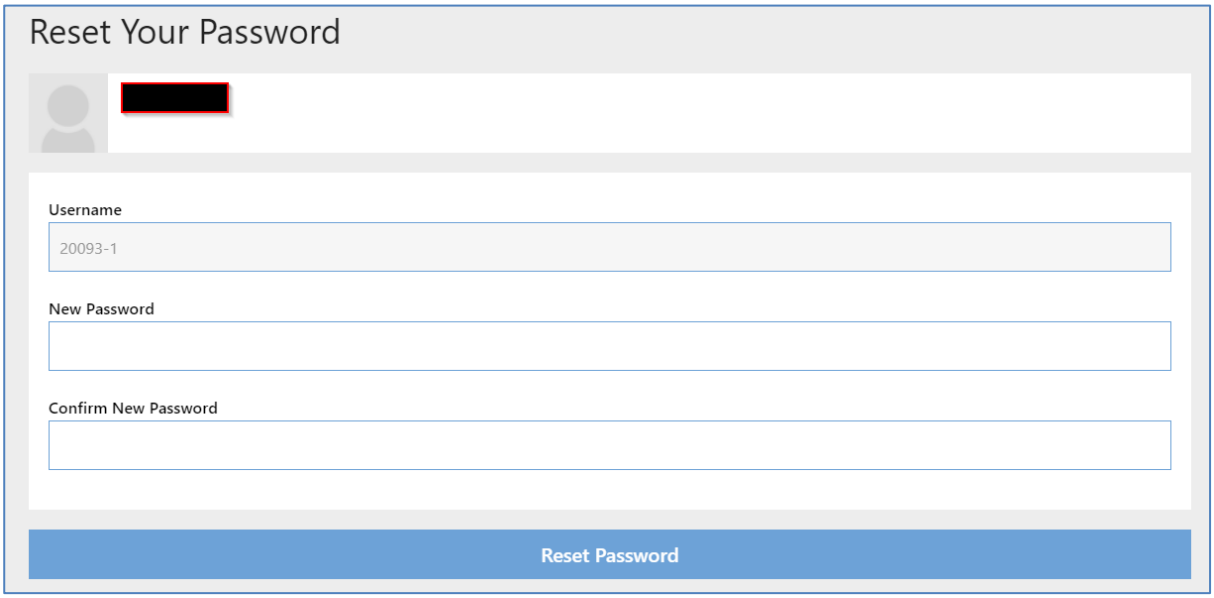
3. Enter your email address to receive a reset password email and press “Send”



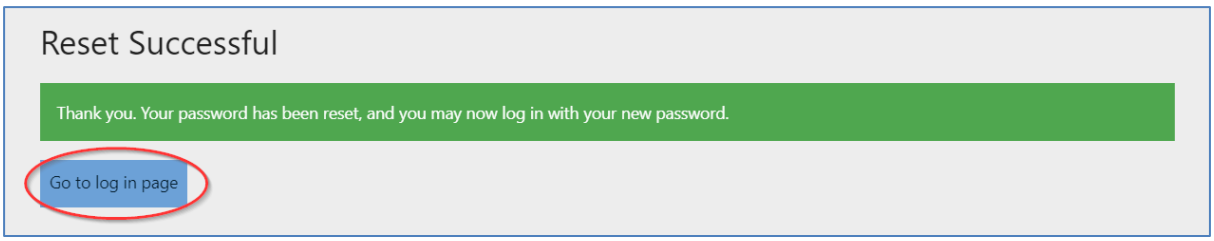
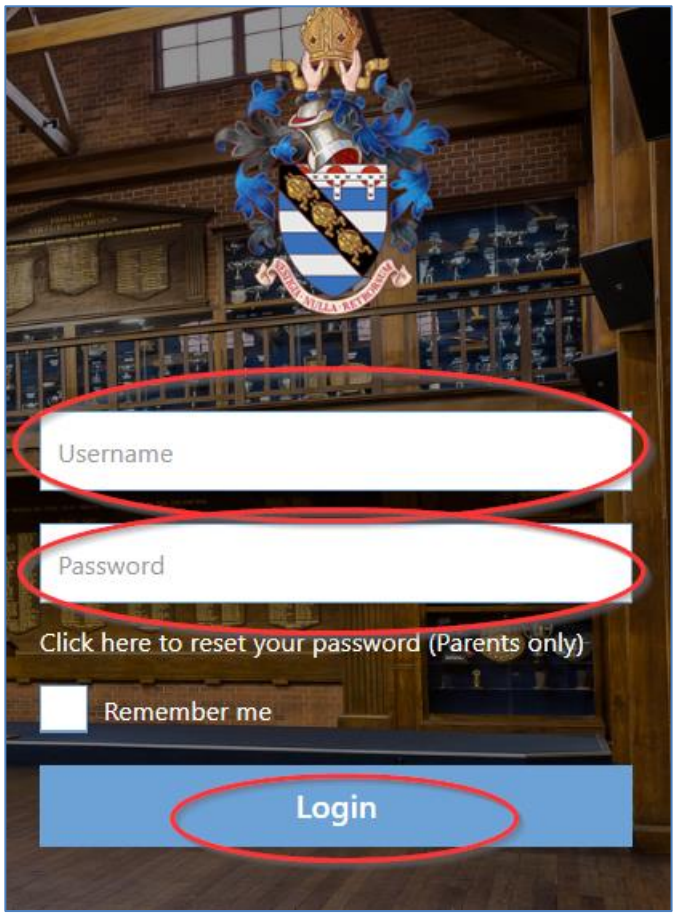
4. Click the link in the email to load the reset password page, (please take note of your username) If you do not receive an email please contact WCS



5. Enter a password and confirm new password, then select “Reset Password”



6. Select go to “Go to log in page”



7. Enter the username that you took note of from the email and enter your newly set password, press “Login”