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"

Enter your username or email address to receive a password reset link
Your email address is the one that you have provided to Whanganui Collegiate School. For help resetting your password, please email Whanganui Collegiate School's IT department at ticket@collegiate.school.nz
Email / Username
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

Hi
You have requested a password reset for your account on Schoolbox. Please follow the link below, or copy and paste it into your
browser, to reset your password:
Username: Reset Link:
http://schoolbox.collegiate.school.nz/passwordReset/a55c0d22913b2bf67de4e03e171c8d8a979f9f04cd3a102977bb2379702c4f35b236b2379702c4f35b2379702c4f35b2379702c4f35b2379702c4f35b236b2379702c4f35b2379702c4f35b2379702c4f35b2379702c4f35b2379702c4f35b236b279702c4f35b2379702c4f35b2379702c4f35b2379702c4f35b2379702c4f35b2379702c4f35b236b27806b2379702c4f35b2379702c4f35b236b279702c4f35b236b27000000000000000000000000000000000000
(The above link will expire on Thursday April 23rd 2020 5:58pm. If you did not request a password reset, please ignore this email.)

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

Reset Your Password
Username
20093-1
New Password
Confirm New Password
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"

