

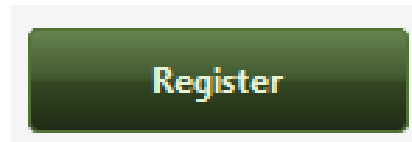
All students will need to reset their password by September 20, 2015 to maintain a secure account.

Please follow the steps below to reset your password,

1. Navigate to the Arcola home page (<http://www.methacton.org/Domain/249>) and click on the “**Student Account Register Now!**” button (green button upper right) (*The link can also be accessed via <https://accounts.methacton.org/>)



2. At the bottom of the screen, click on **Register**.
**Note: do not prompt for security questions, this will not reset the password*



3. Password must meet the following criteria:

Minimum of 8 characters

Must contain at least one lowercase letter (a-z)

Must contain at least one uppercase letter (A-Z)

Must contain at least one numeral (0-9)

The following special characters can be used !@#*\$%&

Must be different from the last 3 passwords used

Must not contain your first or last name

4. Please complete all steps until you reach the final screen which will display your username. Your username and password are unique to you, therefore keep this information in a safe place.