If you want to use **Google** you need to reset your password.
It is OK. You keep the **same** password.

1. On your iPad visit the Portal.
   http://portal.beaconhills.vic.edu.au
   Choose Online Email

2. Log In with your **current** Username and Password

3. Click the **Option** button and then **Change Password**

3. Type your **OLD PASSWORD** in all 3 boxes

   **Click**
   
   **"Change Password"**
   
   **and fill in your CURRENT PASSWORD in ALL 3 boxes**

   **DO NOT CHOOSE A NEW PASSWORD**

**It is VERY IMPORTANT** that you do not change your password to a new password. If you want to change your password to something different please visit the Beacon Centre before school or at lunch time to get assistance.