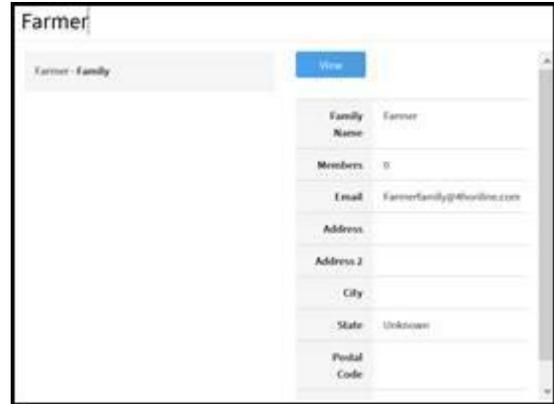# Editing Family Information & Resetting Family Password

1. Click on the Magnifying Glass from any screen. 2. Enter in the Family last name in the Global Search. 3. Review the records that are returned. 4. Click View next to the record you need to modify.	
5. Click Family in the navigation pane. 6. Click Edit next to the area you need to modify. 7. Edit the family information and click Save. 8. If you need to reset the Family Password, click the red Reset Family Password button. 9. The temporary password will appear in a pop-up window. 10. Click Confirm. 11. The family will receive an email with the temporary password.	