

# HOW TO SET (OR RESET) YOUR FIRBANK PORTAL PASSWORD

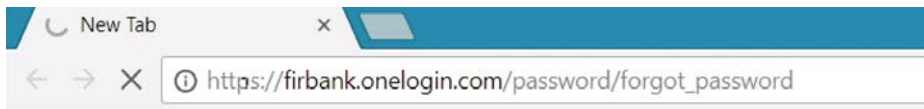


FIRBANK  
GRAMMAR

Use the following steps to **set your password**, or **reset your password** if required.

## FIRST, GO TO THE FIRBANK ONELOGIN PORTAL

1. Open a web browser to go to [https://firbank.onelogin.com/password/forgot\\_password](https://firbank.onelogin.com/password/forgot_password)



## NEXT, REQUEST YOUR RESET CODE, AND SET YOUR PASSWORD



1. Enter your **Account Username**, as provided in the previous SMS, then press **CONTINUE**
2. You will receive an **SMS** with a **reset code** sent to your registered mobile number
3. Enter the **reset code** sent to your mobile & click **RESET PASSWORD**
4. Enter a new password twice (min. of 8 characters, mixture of numbers and letters) - then press **SUBMIT**
5. Enter your **Account Username** and **new password**, then click **LOG IN**

## FINALLY, ACCEPT THE TERMS & CONDITIONS, AND CHOOSE YOUR SECURITY QUESTIONS TO FINALISE YOUR NEW ACCOUNT DETAILS

6. Agree to the **Terms & Conditions**
7. Finally, choose and configure your **three security questions**, then click **SAVE**.

Your new Portal password has now been set – please close this web page.

You can now access the Firbank Parent Portal from:

<https://www.firbank.vic.edu.au/parent-portal/>