

# IMPORTANT P.A.S.S. LOGIN UPGRADE

Go to: <http://www.pass-survey.com/testformarea/users/userlogin.php>

From your web welcome pack letter, enter the school username & password. The username is usually of the form "School Name School Postcode". The password is a series of four, four digit numbers of the form xxxx-xxxx-xxxx-xxxx, where x is a single digit number. **Please note: On no account, enter the staff password at this stage, you only need this later!**

Your school's unique username and password for PASS On Line access are:

Username: My School My Postcode

Password: 1111-2222-2222-2222

Staff Password: MYSTAFFPASSWORD

## Pupil logon process:

At the next screen, pupils just click "Continue" button, then "Click Here", to start completing P.A.S.S. **Note: If you use our "shortcut" pre-filled login you will now enter the form here, also.**

## Staff logon process:

After completing the initial login, click on the "I am a staff member" button and then click "Continue" button.

At the next screen, enter "the third" password in your web welcome letter i.e. your staff password.

This will take you to the usual "staff secure" and P.A.S.S. administration area.