**How to change your school’s intranet password**

1. Go to SHRN.org.uk and log in to the intranet
2. Once you have logged in, hover your mouse at the top of the page until a black line appears



1. Click on Edit My Profile
2. You will see this screen…



1. Scroll down until you see the option to generate a new password. Your current password will be in the box, replace this with the password of your choosing



1. Click Update Profile