



RHS How to change your password for BYOD

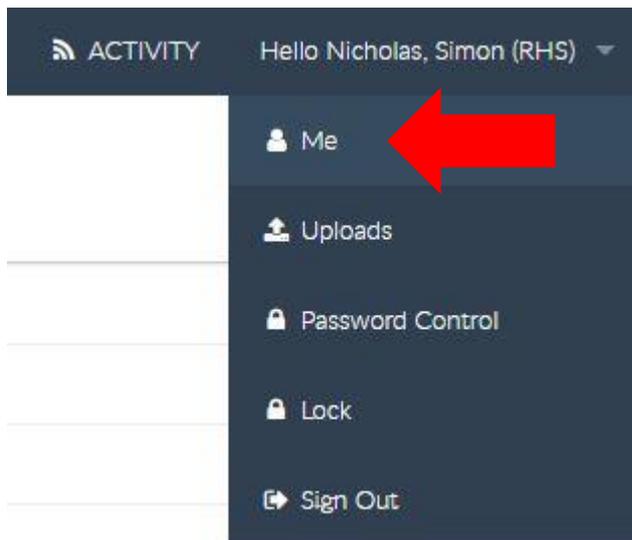


ROYAL HIGH SCHOOL
BATH

GDST
GIRLS' DAY SCHOOL TRUST

To change your network password, please log into Foldr at <https://rhsbfldr.gdst.net/>

Please note, if your password has expired or you have forgotten it, please visit the IT Support office for assistance.



When you have signed into Foldr, click on your name in the top right hand corner and select **Me**.

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Me

Security

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My Password

Change Password

In the **Me** menu that appears, please select the **Change Password** button.

The screenshot shows a 'Change Password' dialog box with three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Each field contains six dots. At the bottom, there is a red 'Cancel' button and a blue 'CHANGE PASSWORD' button. A large red arrow points from the right side of the image towards the 'CHANGE PASSWORD' button.

Enter your current password in the top field, then your desired new password in the second and third field. Select **CHANGE PASSWORD** to confirm the password change.

The screenshot shows the 'Change Password' dialog box after a successful password change. A green checkmark icon is centered over the input fields, with the word 'Success' written below it. The 'CHANGE PASSWORD' button is no longer visible, and a blue 'CLOSE' button is now present at the bottom right of the dialog box.

You will get a Success message to confirm that your password has been changed. If your password you have chosen is not complex enough you will get an error message and be asked to choose a new password.

For any assistance with this method please contact IT Support.