



# St Bede's College

## Changing your password

To change your password for the St Bede's Synergetic Community Portal please follow these instructions:

1. Go to the portal: <https://synweb.stbedes.catholic.edu.au/SynergeticCommunityPortal>
2. Login with your email address and password
3. Click on the "Change Password" tab
4. Enter your Current password followed by the new password

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Finance | Manage Payment Details | **Change Password** | Logout

Change Password

Please note after changing your password you will be automatically logged out and prompted to log in using your new password.

Current password:

New password:

Confirm new password:

**Reset Password**

5. Click on "Reset Password"