There are two ways to reset a Parent Password. The parent can change it themselves or the student can change it for the Parent.

Example 1 – How a Parent can change their own Password

Step 1 – Log onto MyBARC by following the link on the main BARC webpage at http://www.barc.ucsb.edu/

Step 2 – Use the link found under “Parent Access”
Step 3– Select the “Forgot Password” option

You will be redirected to the Parent Log-In page where you need to select the “Forgot Password” option.
Step 4 – Enter either your Parent User Name or the email address the system sends you notifications to.

Problem with login name or password?
Go to: http://www.barc.ucsb.edu/parentresetpassinstructions.htm
Parent User Set-Up Instructions
Go to: http://www.barc.ucsb.edu/gauchoebillinstructions.htm
Step 5 – You must answer the Security Question you chose the first time you logged on to your Parent User account

Step 6 – When you have successfully entered the requested information an instruction screen appears.
Step 7 – In a few minutes you will receive an email sent to the email address on file with E-Bill. This email contains your temporary password.

Step 8 – Log onto MyBARC by following the link on the main BARC webpage at http://www.barc.ucsb.edu/
Step 9 – Use the link found under “Parent Access”
Step 10 – Enter your Parent User name and Password

You will be redirected to the Parent Log-In page where you need to enter your Parent User name and the temporary password. NOTE that both the Parent User name and Password fields are case sensitive. It makes a difference if you use an upper case or lower case letter.

Select the “Login” button when you are done.
Step 11 – change the Temporary Password to a Password you have chosen.

Example 2 – How a Student can change a Parent User’s Password

Step 1 – Log onto MyBARC by following the link on the main BARC webpage at http://www.barc.ucsb.edu/
Step 2 – Student signs in to MyBARC

Student signs on to MyBARC using their UCSBNetID and Password
Step 3 – Select Gaucho E-Bill

Student signs on to MyBARC using their UCSBNetID and Password
Step 4 – Student selects the “Edit” option next to the Parent User Account
Step 5 – Select the “Reset Password” option

![Select the “Reset Password” option](image)

Step 6 – Confirm your intention to reset the password by selecting the “Continue” option.

![Confirm your intention to reset the password by selecting the “Continue” option](image)

Step 7 – In a few minutes an email will be sent to the Parent User that contains a Temporary Password.

![Temporary Password email](image)
Step 8 – Log onto MyBARC by following the link on the main BARC webpage at http://www.barc.ucsb.edu/
Step 9 – Use the link found under “Parent Access”
Step 10 – Enter your Parent User name and Password

You will be redirected to the Parent Log-In page where you need to enter your Parent User name and the temporary password. NOTE that both the Parent User name and Password fields are case sensitive. It makes a difference if you use an upper case or lower case letter.

Select the “Login” button when you are done.
Step 11 - Change the Temporary Password to a Password you have chosen.