

Sportsdraw – Reset A Password

Open your web browser and type in the OPSSA web address.

www.opssa.org.nz



Click on the Sportsdraw menu button.



Click on the Sportsdraw button to begin.



Click on the Reset Password link.

Email:
Password:

[Reset Password](#)

Type in the email address for which you wish to change the password.

Click the Send button.

Email:

If you see a screen with red writing as shown to the right, you will need to check the spelling and whether you have the correct school email address.

• This email address doesn't exist

Email: *

You will see a screen as shown to the right if a correct email address has been entered.

The request has been sent. Please check your email for further instructions.

The Teacher will receive a confirmation email from info@opssa.org.nz



Password reset

Someone has requested that your password be reset.

If that is you then click [here](#).

Otherwise just ignore this email.

The email will contain all the information the Teacher requires to login to Sportsdraw

Type in your new desired Password
Press the TAB key
Again type in your new desired Password

Click the Reset button

New password:

* Confirm new password:

You can now click on the logout button.