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## Reset Your Password



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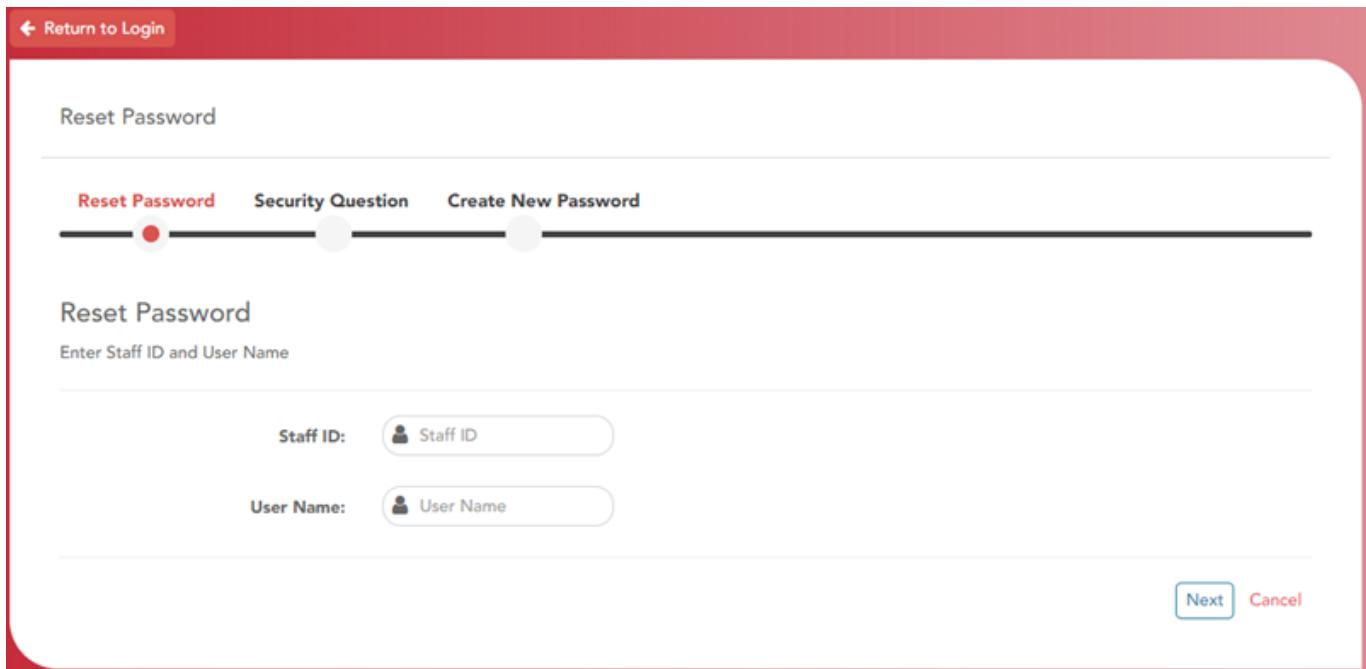
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# Reset Your Password

You can use the Reset Password wizard to reset your password.

## Reset Password



The screenshot shows a mobile-style interface for password reset. At the top, a red header bar contains a 'Return to Login' button with a back arrow. Below the header, the title 'Reset Password' is displayed. A navigation bar at the top of the main content area shows three steps: 'Reset Password' (highlighted in red), 'Security Question', and 'Create New Password'. The 'Reset Password' step is marked with a red dot on the progress bar. The main content area is titled 'Reset Password' and includes a sub-instruction 'Enter Staff ID and User Name'. Below this, there are two input fields: 'Staff ID:' with a placeholder 'Staff ID' and 'User Name:' with a placeholder 'User Name'. At the bottom right of the main area are 'Next' and 'Cancel' buttons.

**Staff ID** Type your Staff ID.

**User Name** Type your user name. You must [create an account](#) in order to create a user name.

Click **Next**.

If you entered the data correctly, the Security Question step opens.

## Security Question

[Return to Login](#)

### Reset Password

Reset Password   **Security Question**   Create New Password

Security Question

Answer Hint Question to verify identity

Question: what is your birthdate

Answer:

[Next](#)

Type the answer to your security question in the **Answer** field.

Click **Next**.

If you entered the data correctly, the Create New Password step opens.

## Create New Password

[Return to Login](#)

### Reset Password

Reset Password   Security Question   **Create New Password**

Create New Password

Enter and confirm new password and/or PIN

Password:  

- 8-46 characters using 3 of the following:
  - UPPERCASE letters
  - Lowercase letters
  - Numbers (0-9)
  - Special characters

Confirm Password:  

- Passwords do not match

New PIN:  

- Enter four numbers (e.g., 1234) or leave blank

Confirm PIN:  

- PINs do not match.

[Finish](#)

Type your new password following the requirements on the screen.

Click **Finish**.

The Announcements page opens.