



Reset Your Password

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Reset Your Password

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

Reset Password

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

Reset Password

Reset Password Security Question **Create New Password**

Create New Password

Enter and confirm new password and/or PIN

Password:

- Between 16 and 46 characters. Must include at least one of each of the following character types:
 - Uppercase letters (A-Z)
 - Lowercase letters (a-z)
 - Numbers (0-9)
 - At least one allowed special character
- Forbidden characters: space, !, ?, *, &, ^

Password Verification:

New PIN:

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

Confirm PIN:

Finish

Type your new password following the requirements on the screen.

Click **Finish**.

The Announcements page opens.