

Reset Your Password

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Reset Your Password

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

Reset Password

Reset Passw	vord Security Que	stion Create New Password	
Reset Pas	sword		
Enter Staff ID ar	nd User Name		
	Staff ID:	Staff ID	
	Staff ID: User Name:	 Staff ID User Name 	

Staff IDType your Staff ID.User NameType 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

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Return to Login		
Reset Password		
Reset Password Security Que	estion Create New Password	
Security Question Answer Hint Question to verify identity		
Question:	what is your birthdate	
Answer:		
	Next	

 \Box 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 Security Que	stion Create New Password	
Create New Password	r PIN	
Password:	Re Password	 8-46 characters using 3 of the following: UPPERCASE letters Lowercase letters Numbers (0-9) Special characters
Confirm Password:	Confirm Password	Passwords do not match
New PIN:	At New PIN	Enter four numbers (e.g., 1234) or leave blank
Confirm PIN:	Confirm PIN	PINs do not match.

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 $\hfill\square$ Type your new password following the requirements on the screen.

Click **Finish**.

The Announcements page opens.