



Reset Your Password

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

Reset Password

The screenshot shows a web interface for resetting a password. At the top, there is a red header bar with a 'Return to Login' link. Below the header, the main content area is titled 'Reset Password'. A progress bar indicates three steps: 'Reset Password' (current step, marked with a red dot), 'Security Question', and 'Create New Password'. Below the progress bar, the 'Reset Password' section is active, prompting the user to 'Enter Staff ID and User Name'. There are two input fields: 'Staff ID' and 'User Name', each with a user icon. At the bottom right, there 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

Reset Password

← Return to Login

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

← Return to Login

Reset Password Security Question **Create New Password**

Create New Password

Enter and confirm new password and/or PIN

Password: Password

Confirm Password: Confirm Password

New PIN: New PIN

Confirm PIN: Confirm PIN

- 8-46 characters using 3 of the following:
 - UPPERCASE letters
 - Lowercase letters
 - Numbers (0-9)
 - Special characters
- Passwords do not match
- Enter four numbers (e.g., 1234) or leave blank
- PINs do not match.

Finish

-
- ☐ Type your new password following the requirements on the screen.
 - ☐ Click **Finish**.

The Announcements page opens.