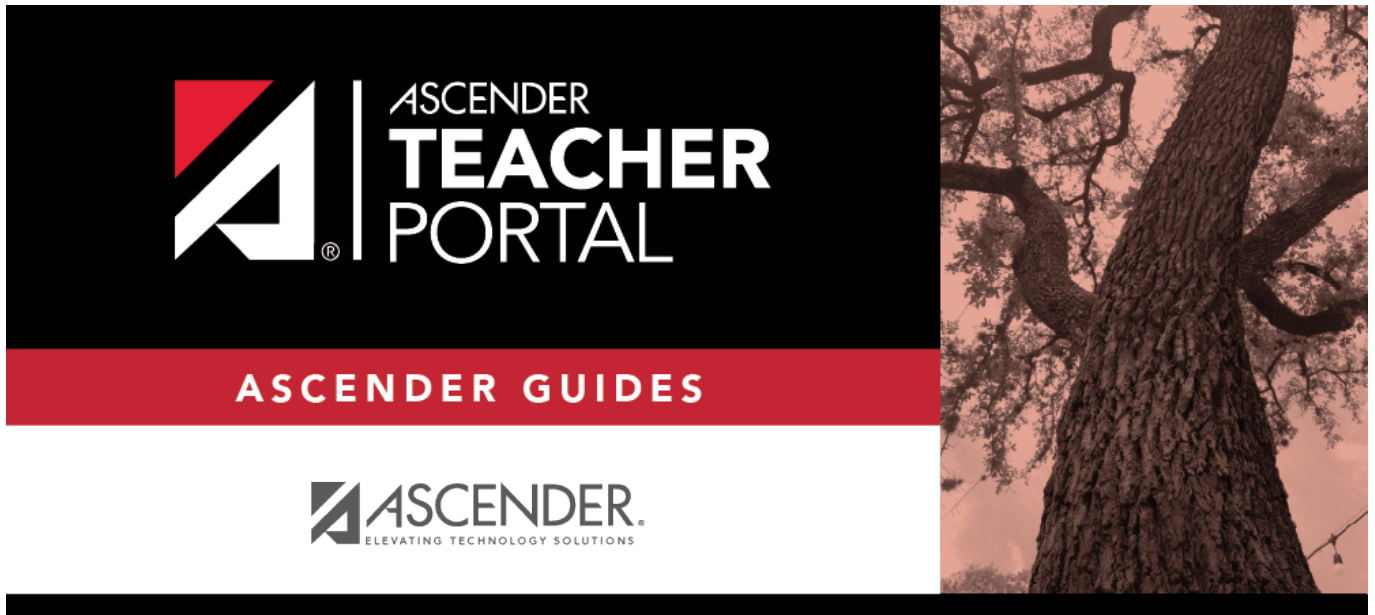




Reset Your Password

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Reset Your Password

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

Reset Password

← Return to Login

Reset Password

Reset Password Security Question Create New Password

Reset Password

Enter Staff ID and User Name

Staff ID:

User Name:

Next Cancel

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

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 title 'Reset Password' is displayed. A progress bar indicates three steps: 'Reset Password', 'Security Question', and 'Create New Password', with the third step being the active one. The main heading is 'Create New Password', followed by the instruction 'Enter and confirm new password and/or PIN'. The form contains several input fields: 'Password:', 'Password Verification:', 'New PIN:', and 'Confirm PIN:'. Each field has a placeholder text and a toggle icon. To the right of the 'Password:' field, there are bullet points listing password requirements: '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), and At least one allowed special character'. To the right of the 'New PIN:' field, there is a bullet point: 'Enter four numbers (e.g., 1234) or leave blank'. A green 'Finish' button is located at the bottom right of the form.

Return to Login

Reset Password

Reset Password Security Question **Create New Password**

Create New Password

Enter and confirm new password and/or PIN

Password: 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

Password Verification: Password Verification

New PIN: New PIN

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

Confirm PIN: Confirm PIN

Finish

☐ Type your new password following the requirements on the screen.

☐ Click **Finish**.

The Announcements page opens.