



Reset Your Password

Table of Contents

Reset Your Password	1
----------------------------------	----------

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

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.



Back Cover