

## Reset Your Password



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# Reset Your Password

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

## Reset Password

The screenshot shows a 'Reset Password' wizard step. At the top, there is a 'Return to Login' button. Below it, the title 'Reset Password' is displayed. A horizontal navigation bar with three steps is shown: 'Reset Password' (highlighted in red), 'Security Question', and 'Create New Password'. The 'Reset Password' step is active, indicated by a red dot on the left of the bar. Below the bar, the text 'Reset Password' is repeated, followed by the instruction 'Enter Staff ID and User Name'. There are two input fields: 'Staff ID:' with a user icon and 'User Name:' with a user icon. At the bottom right of the step area, there are 'Next' and 'Cancel' buttons.

**Student 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

[← Return to Login](#)

### Reset Password

Reset Password   Security Question   **Create New Password**

Create New Password

Enter and confirm new password and/or PIN

Password:  

- 8-46 characters using 3 of the following:
  - UPPERCASE letters
  - Lowercase letters
  - Numbers (0-9)
  - Special characters

Confirm Password:  

- Passwords do not match

New PIN:  

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

Confirm PIN:  

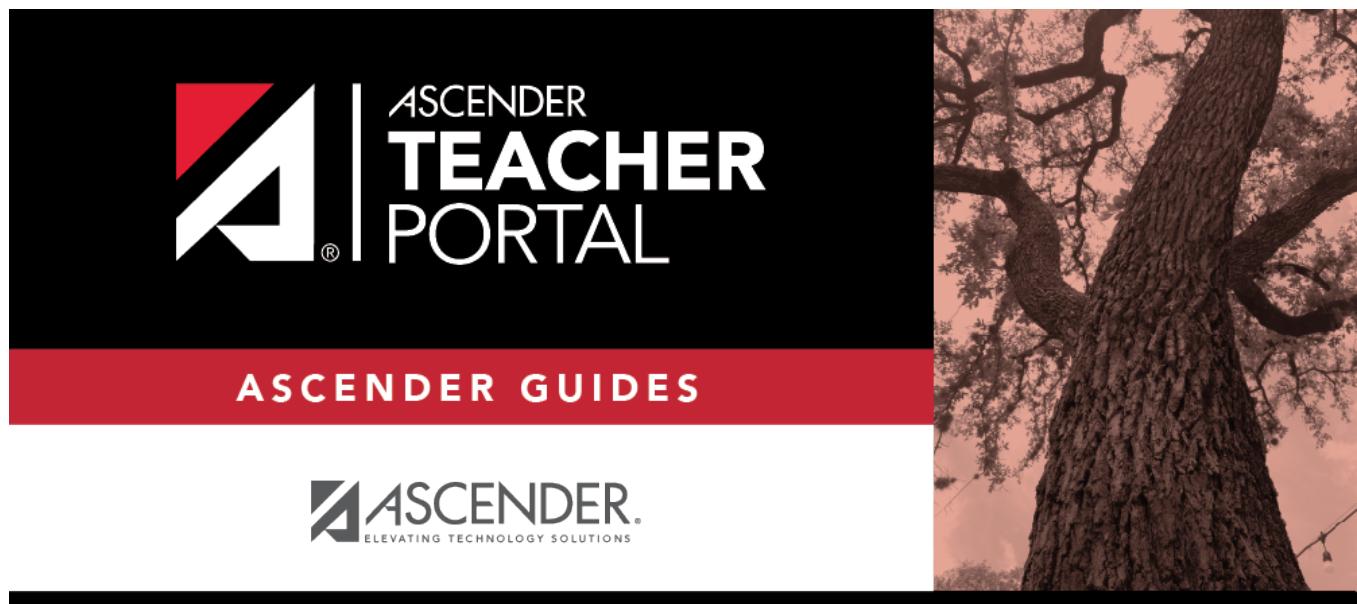
- PINs do not match.

[Finish](#)

Type your new password following the requirements on the screen.

Click **Finish**.

The Announcements page opens.



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