



Reset Your Password

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Reset Your Password

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

Reset Password

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

← Return to Login

Reset Password

Reset Password Security Question **Create New Password**

Create New Password

Enter and confirm new password and/or PIN

Password:

Confirm Password:

New 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.



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