



# 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

<b>Staff ID</b>	Type your Staff ID.
<b>User Name</b>	Type your user name. You must <a href="#">create an account</a> 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:

- 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:

New PIN:

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

Confirm PIN:

**Finish**

Type your new password following the requirements on the screen.

Click **Finish**.

The Announcements page opens.



## Back Cover