

## **Detailed steps to reset password in Student Access**

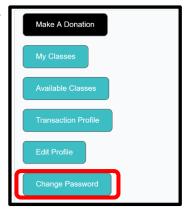
- a. Add your email address in the first space
  b. THEN click Get A New Password

  D. There an account yet?

  Register New Account
- 2. On the next page fill in your email address in the space provided



- 3. When your temporary password arrives in your email, use it to log in. You can copy and paste into the field.
- 4. Immediately after logging in with the temporary password, click Change Password, at the right.



5. Create the new password you want to use (required to enter it twice)



TIP: Be sure your new password starts with a capital letter. Remember capital letter when logging in!