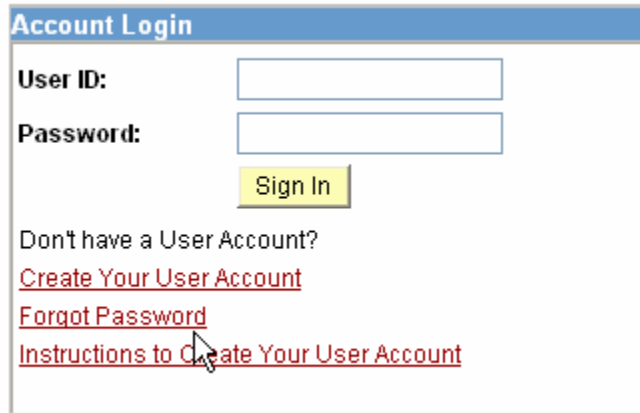


Forgot Password?

1. Click "Forgot Password" link in the Portal



The screenshot shows a web form titled "Account Login". It contains two input fields: "User ID:" and "Password:". Below the "Password:" field is a yellow "Sign In" button. Underneath the button, there is a link "Forgot Password" which is highlighted by a mouse cursor. Other links include "Create Your User Account" and "Instructions to Create Your User Account".

2. Enter your User ID



The screenshot shows a page titled "Password Hint" with a sub-heading "Forgot Password". The text reads: "If you have forgotten your password, or your password has expired, you can have your account reset with a new password." Below this, it says: "Enter your MyLink user ID below. This will be used to find your profile, and email your new password to the email address on file." There is a text input field labeled "*User ID". Below the field are two buttons: a yellow "Continue" button and a blue "Cancel and Return to Sign In" button. At the bottom, there is a note: "* Required Field".

3. Enter the answer to the "Password Hint Question" that was entered when the account was created. Press "Email New Password".

Forgot Password
Email New Password

User Information

User ID	ss_test
Email Address	student@theamericancollege.edu

Password Hint

Please answer the following question below for user validation.

Password Hint Question What is my dog's name?


***Password Hint Answer**

[Cancel and Return to Sign In](#)

* Required Field

Email New Password
Confirmation

Your password has been reset and emailed.

 Please logout using the link to the left and login with your new password.

4. An email will be sent to the email address on record with a new password for the User ID.

