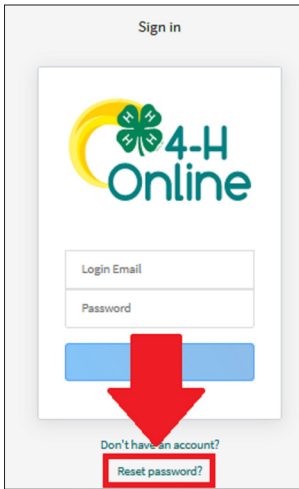
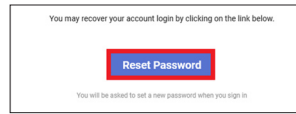


**ACCOUNT PASSWORDS EXPIRE EVERY 180 DAYS UNLESS THE LENGTH IS AT LEAST 16 CHARACTERS LONG**



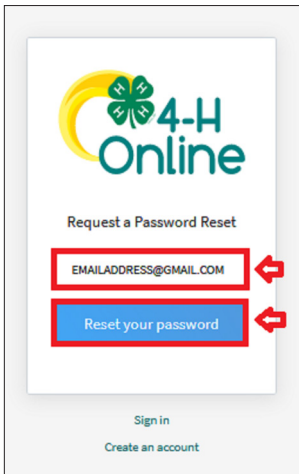
Click the Reset Password link at the bottom of the screen.



Click the Reset Password link in the email received.

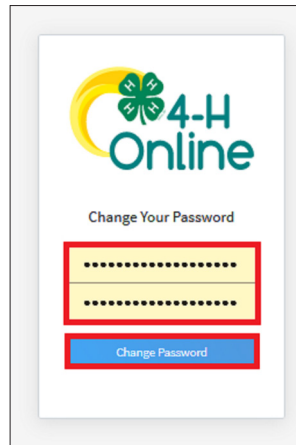
The link will take you to your default browser to open the system.

If the default browser has your old password saved you may have issues with this link.



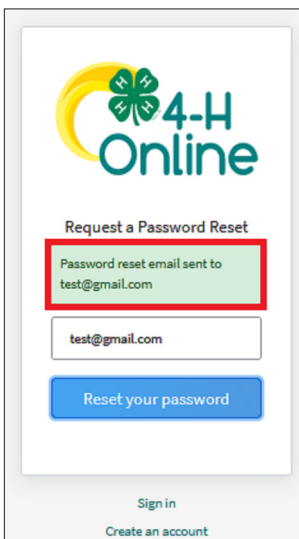
Type in the email address used on the account.

Click the blue Reset Your Password button.



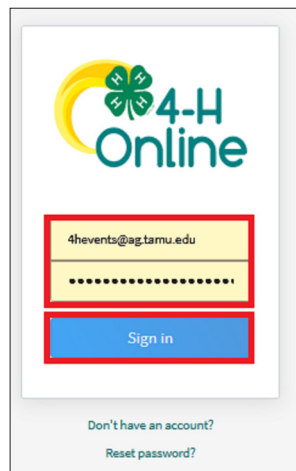
Type in the new password and confirm by typing it in again.

Click the blue Change Password button.



A message will be displayed on the screen if there is an account in the system with that email address.

An email will be sent from the system to the email address on file.

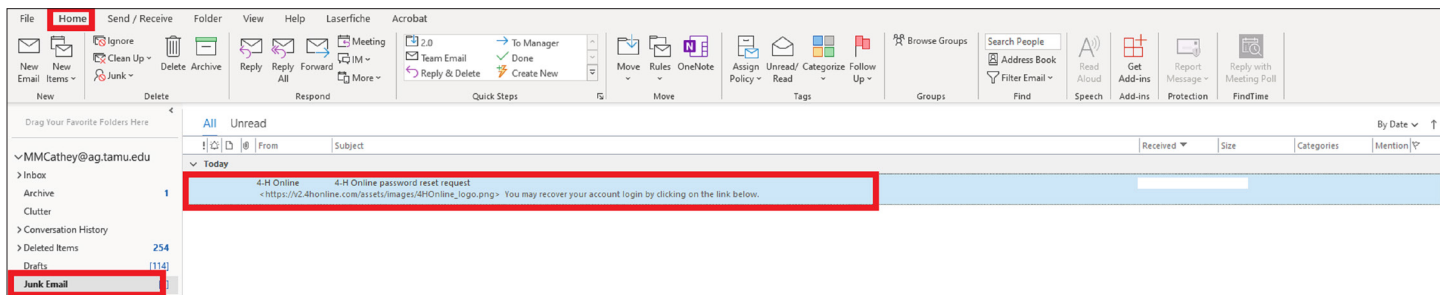


Type in the email address and the new password on the login screen.

Click the blue Sign in button at the bottom of the screen.

### OUTLOOK JUNK MAIL TIP

- Click on the Junk Email folder
- Right-click on the email in question



- Click on Junk from the popup menu.
- Click Never Block Sender and also click Not Junk from the menu.

