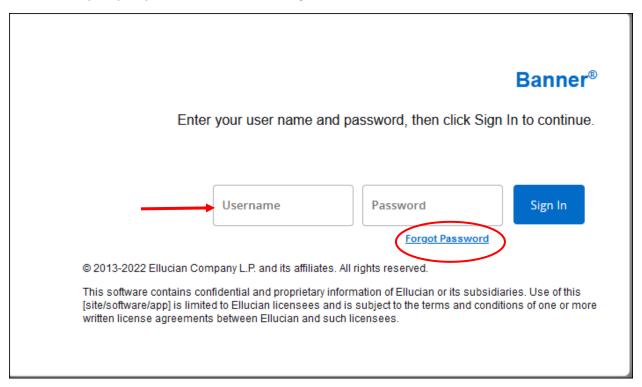
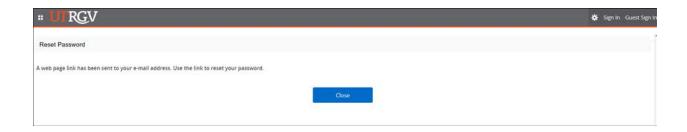


FORGOT PASSWORD

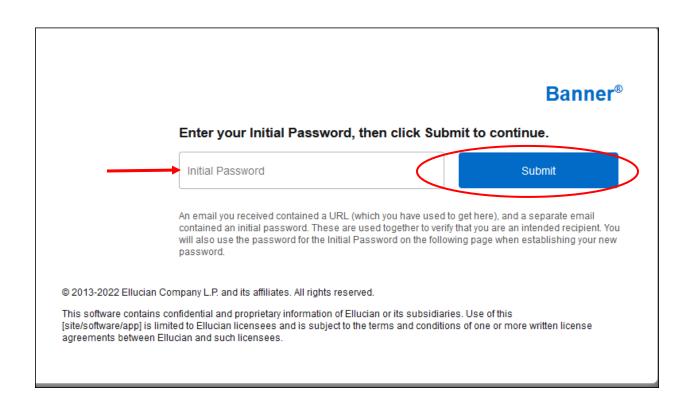
1. At the Proxy Portal login screen, enter your Username which is the email address associated with your proxy account and click on **Forgot Password**.



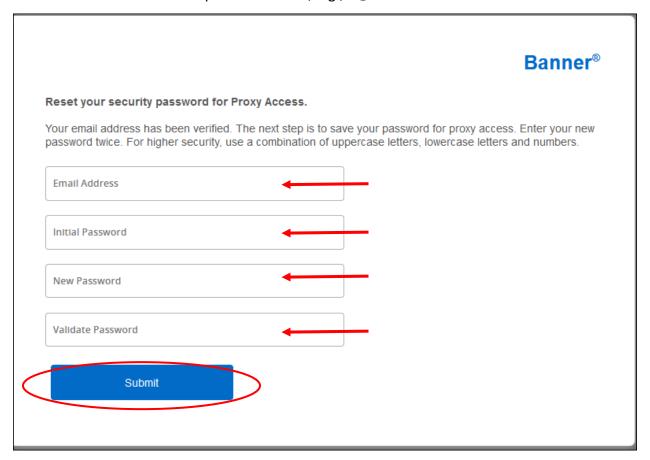
2. A confirmation window will display. Two emails will be sent to your email address. The first email will contain the link to reset your password and the second email will contain a temporary password.



3. Using the activation link provided in the first email, navigate to the "Enter your Initial Password..." screen and enter the temporary password provided in the second email. Click **Submit**.



- 4. After you click Submit, a second screen titled "Reset your security password for Proxy Access" will appear. This screen will prompt you through setting up your new password for your proxy account. Enter the email address your student designated for your proxy account followed by the temporary password that was provided via email. Enter your new password in the last two fields. Please use the guidelines below when creating your password. Lastly, click Submit to confirm your new password.
- Password Requirements:
 - Minimum 8 characters the more characters, the better and stronger your password
 - A mixture of both uppercase and lowercase letters
 - Inclusion of at least one number
- Password Recommendations:
 - Inclusion of a special character, e.g., ! @ #?



5. Your password has now been reset and you may now proceed to log in.