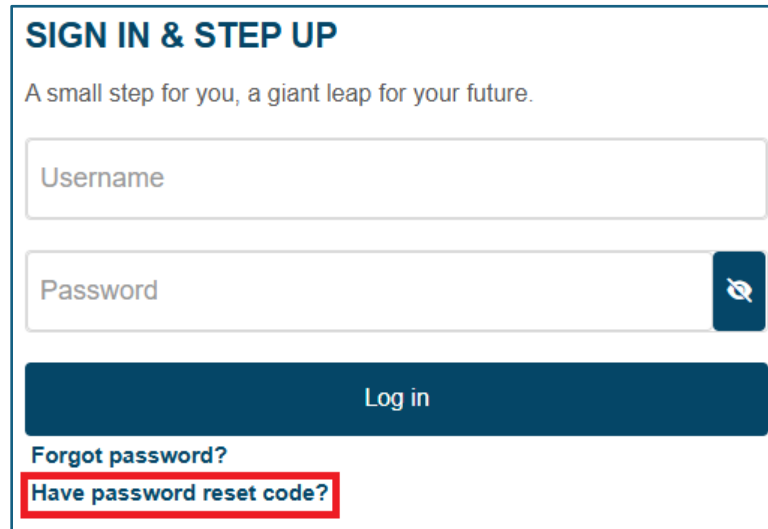


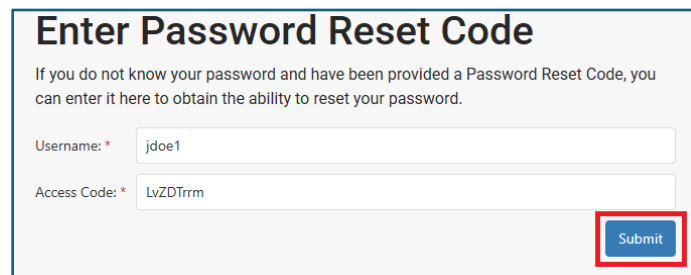
Quick Start Guide – Using a Password Reset Code

Step by Step Instructions – Using a Password Reset Code

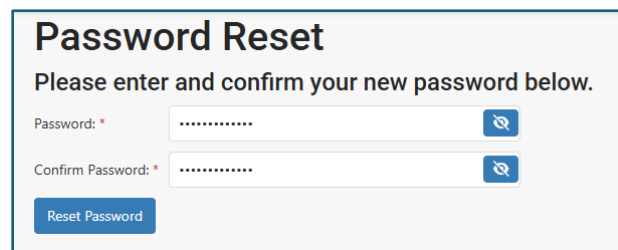
1. Select **Have Password Reset Code?** On the login page.



2. Enter the **Username** in the Username Field, enter the **Password Reset Code** in the Access Code field and click Submit.



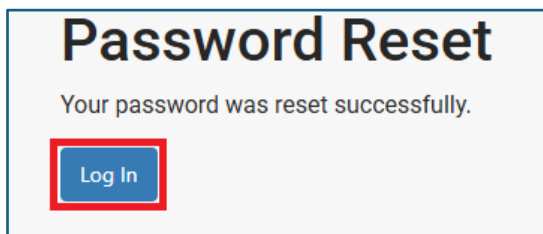
3. Create a new password and enter it in both the Password and Confirm Password fields and then click Reset Password.



- a. Password Requirements are:
 - Password length must be at least 8 characters.
 - Password must contain at least one uppercase letter.



- Password must contain at least one lowercase letter.
 - Password must contain at least one number.
 - Password must contain at least one special character.
 - Password must not contain the word "Password".
 - Password must not contain your first name.
 - Password must not contain your last name.
 - Password must not contain your username.
 - Password must not contain your email.
 - Password and confirmation password must match.
4. Click Log In and log in with the username and new password.



A screenshot of a 'SIGN IN & STEP UP' login screen. The title 'SIGN IN & STEP UP' is in bold, dark blue font. Below it, the text 'A small step for you, a giant leap for your future.' is in a smaller, dark blue font. There are two input fields: the first contains the username 'jdoe1', and the second contains a masked password '.....'. To the right of the password field is a small blue icon of an eye. Below the input fields is a large blue button with the text 'Log in' in white. At the bottom, there are two links: 'Forgot password?' and 'Have password reset code?'.