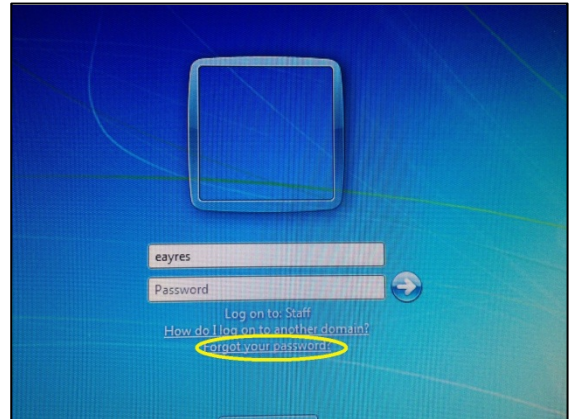


New Password Reset Tool

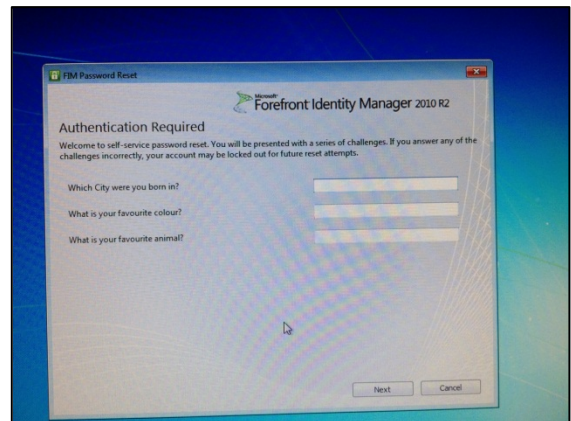
A new Password Reset Tool for staff has been released. It is available on the bottom of the login screen.

1. Click on the highlighted link above and after a short while it will bring you to the security question page.

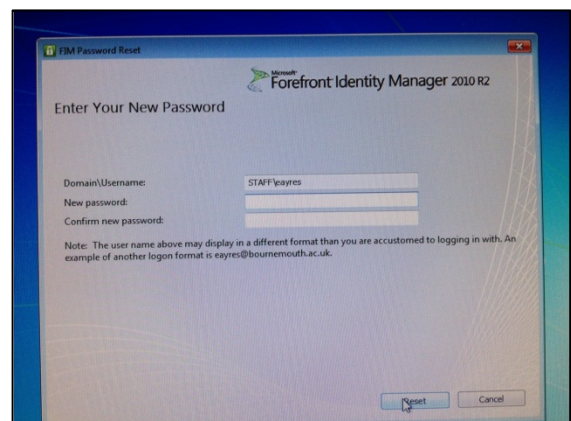
N.B. you need to have entered your username into the username field before clicking on the link



2. Enter your security questions and click **Next**. Remember, if it asks you for a date it must be entered in the same format as you set in the registration portal.



3. Once you have entered the correct security answers, it will ask you for your new password. Enter this in twice and press Reset.



4. Once your password has been reset, you will be presented with the following screen. Click Finish and you will then be able to enter your new password and log into the computer.

