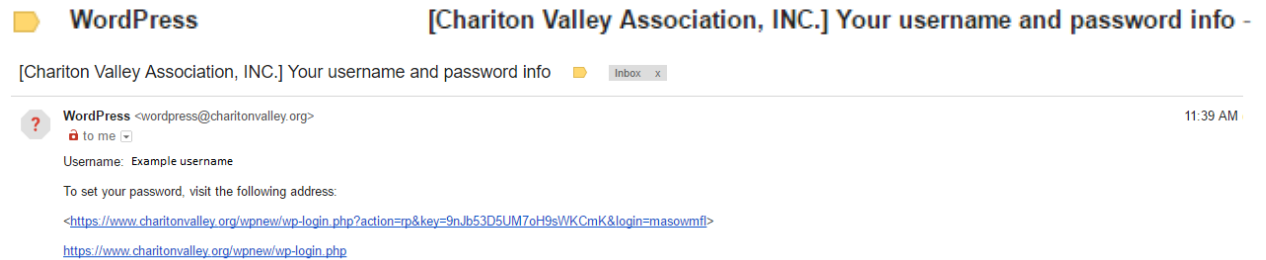
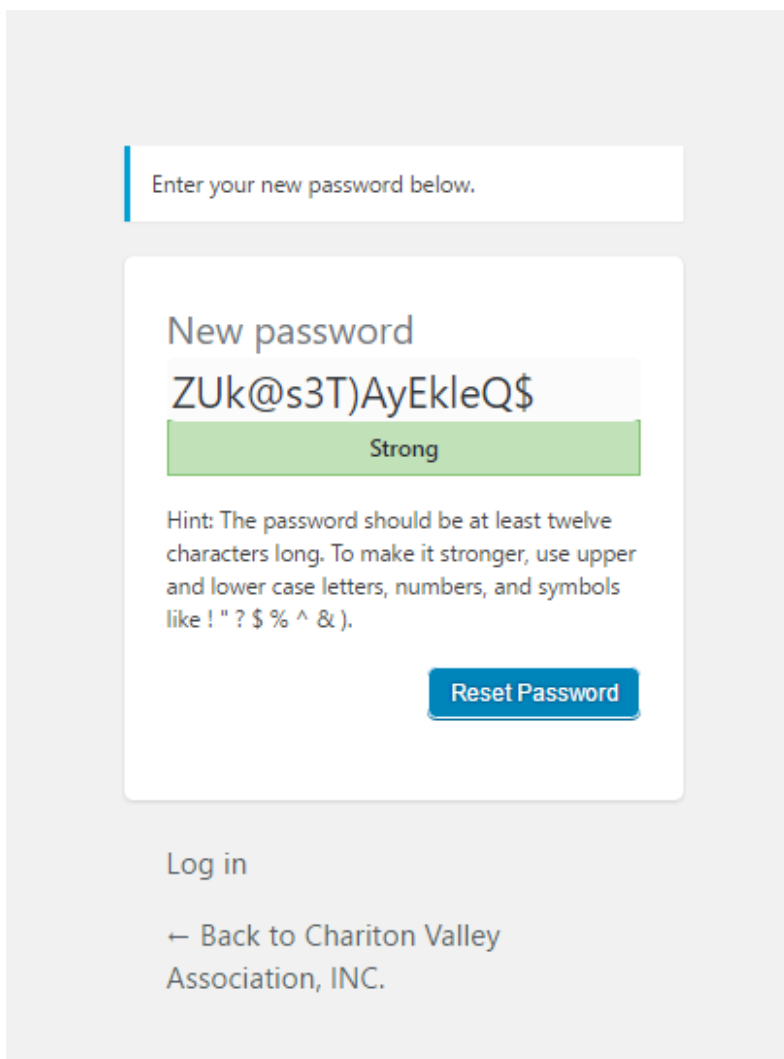


## Website New User Instructions

1. An email will be sent to employees with their username and temporary password. Example email below:



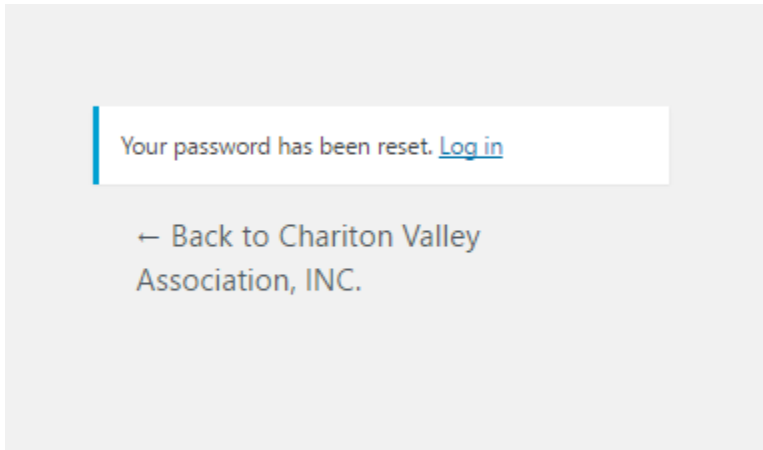
2. Click on the link in the email. A web browser will open and you will be shown your temporary password. Click in the box to change your password. **DO NOT CLICK RESET PASSWORD UNTIL YOU HAVE ENTERED YOUR NEW PASSWORD.** If you do, your temporary password shown will become your permanent password. You will then have to call IT to reset your account.



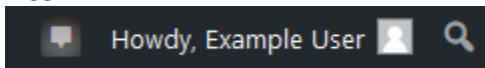
3. Once you enter your new password, click reset



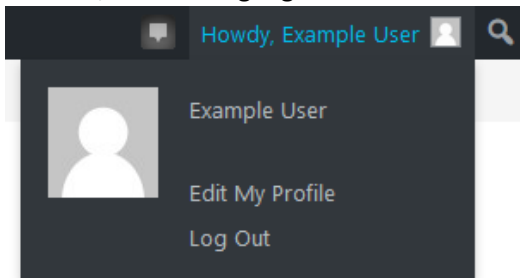
4. You should then have a message indicating your password has been reset and can login.



5. Once you are signed into your account, at the top right corner of the website will display who's logged in.

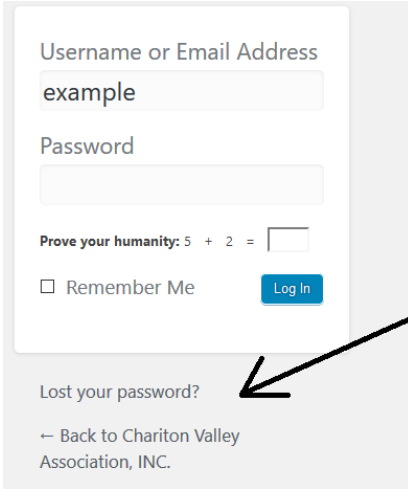


6. You can then view secure pages you have permission to.
7. Once you are done, be sure to log out of your account by going to the top right corner of the website, and clicking log out.



## Resetting your password

If you have any issues with logging in or need password reset, you can click on the “Lost password” option of the logon page.




Username or Email Address  
example

Password

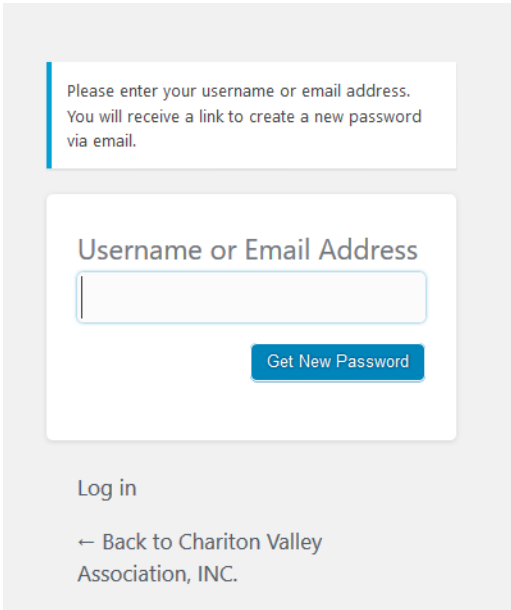
Prove your humanity: 5 + 2 =

Remember Me

Lost your password? 

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You will then enter your username or email account and a link will be sent to your email to reset your password. If you continue to have issues, contact IT for help.



Please enter your username or email address.  
You will receive a link to create a new password via email.

Username or Email Address

Log in

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