Reset Your Password by Answering Security Questions

1.   In the login page, click **Forgot Password**.

2.   Enter your username.
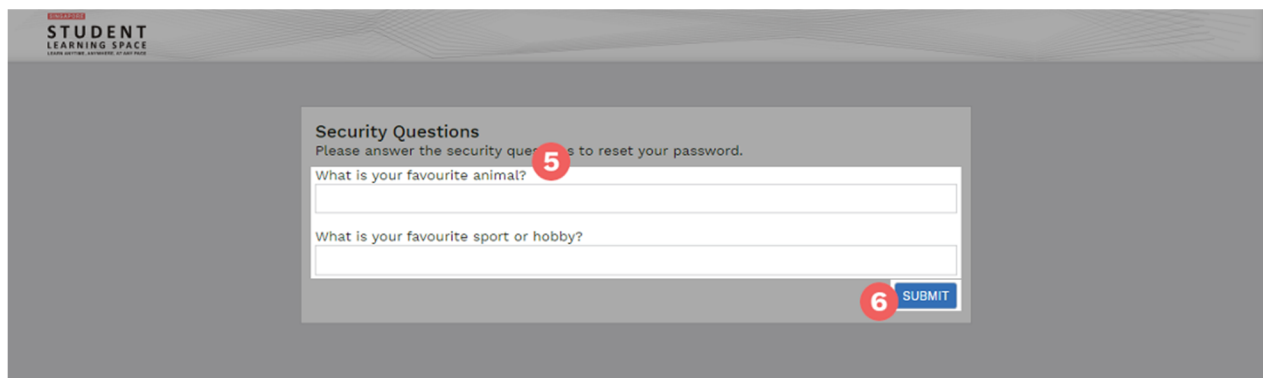3.   Click **Submit**.

4.   If you are asked to select a method for password reset:

     1.   Select **Answer the security questions**.
     2.   Click **Submit**.

     Note: *You will be prompted only if you have set a verified password reset email address.*
     Otherwise, you will be brought directly to the ***Security Questions*** *page.*

5. On the **Security Questions** page, key in the answers to the security questions.
   - You must answer all 3 questions correctly before you can reset your password.
6. Click **Submit**.

7. If you answer any of the questions incorrectly, you will be brought to the **Password Reset Unsuccessful** page.
   - Click the **Retry** button to try again.
   - Your account will be locked if you exceed the allowed number of attempts for security reasons.

8. If you answer all the questions correctly, you will be brought to the **Reset Password** page.

  a.   Enter a new password.

      i. You will need to enter the new password twice to confirm that you have entered it correctly.

  b.   Click **Submit**.

  c.   If your password has been successfully reset, you will be brought to the login page.