

# Recovering a Lost Password

If you've forgotten your password, follow these steps to recover it and regain access to your account.

## Quick Steps:

1. Go to the **Login page** and click **Forgot Password**.
2. Enter your email address and click **Send Reminder**.
3. Check your email for the password reset link.
4. Click the link to access the **Reset Password** screen.
5. Enter your email address and new password and click **Reset Password**.
6. Confirm the reset and click the link to return to the **Login page**.
7. Log in again with your new password.

## Step-by-Step Instructions:

1. **Go to the Login Page:** Navigate to the login page of the OPS-COM User Portal.
2. **Click Forgot Password:** On the **Login page**, click on this link to start the password recovery process.
3. **Enter Your Email Address:** In the **Forgot Password** dialog box, type the email address you used to create your account. Make sure the email is correct and that you can receive emails from it.

If you don't see the email in your inbox, check your **Spam** or **Junk** folders.

4. **Click Send Reminder:** After entering your email, click **Send Reminder** to request the reset link.
5. **Check Your Email:** You will receive an email with a link to reset your password. Click the link in the email to go to the **Reset Password** screen.
6. **Enter Your New Password:** On the **Update Password** screen, enter a new password in the provided fields and click **Reset Password**.
7. **Confirmation:** Once your password is reset, you'll see a confirmation message. Click the link provided to return to the **Login page**.
8. **Login with Your New Password:** You will now need to log in again using your new password.

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Revision #8

Created 4 December 2024 11:00:46 by Laurie McIntosh

Updated 20 December 2024 12:50:36 by Co-op Student