HOW-TO: RESET MY PASSWORD

FOR: All Users

DESCRIPTION: The process for users to reset their password. This is required for new users to access their account.

PREREQUISITES:
- The user must have a user account

PROCESS:
1. Select “To reset your password, complete the Reset Password Form,” on the FACT Accreditation Portal homepage:
   - Enter your email address.
2. Select Submit. You will receive an email notification from portal@factwebsite.org
3. Select the link in the email to reset your password.
4. Enter your new password in the two fields provided and select Submit.
5. Return to the FACT Accreditation Portal homepage. Enter your email address and new password to access your account.