

# HOW-TO: RESET MY PASSWORD

**FOR:** All Users

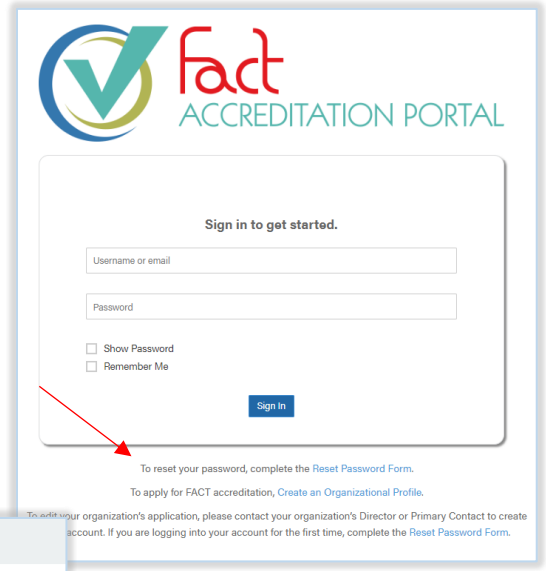
**DESCRIPTION:** The process for users to reset their password. This is required for new users to access their account.

**PREREQUISITES:**

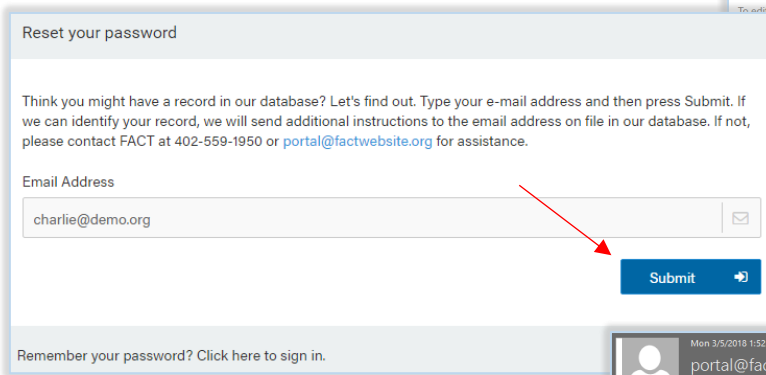
- The user must have a user account

**PROCESS:**

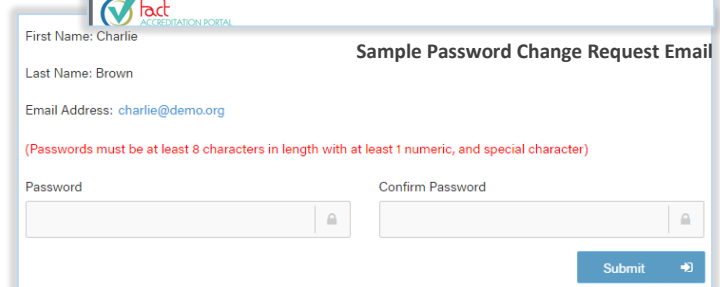
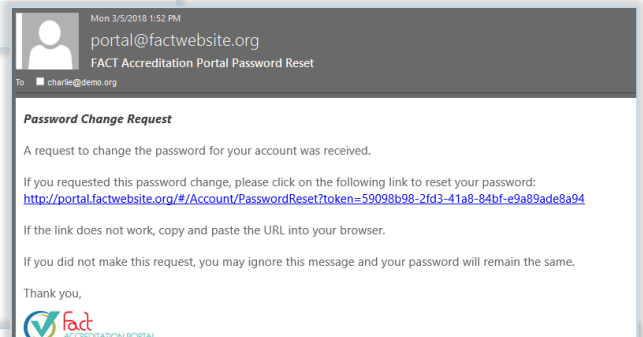
1. Select “To reset your password, complete the [Reset Password Form](#).” on the [FACT Accreditation Portal](#) homepage:
2. Enter your email address.



FACT Accreditation Portal Login



3. Select **Submit**. You will receive an email notification from [portal@factwebsite.org](mailto:portal@factwebsite.org)
4. Select the link in the email to reset your password.
5. Enter your new password in the two fields provided and select **Submit**.
6. Return to the [FACT Accreditation Portal](#) homepage. Enter your email address and new password to access your account.



Reset your password