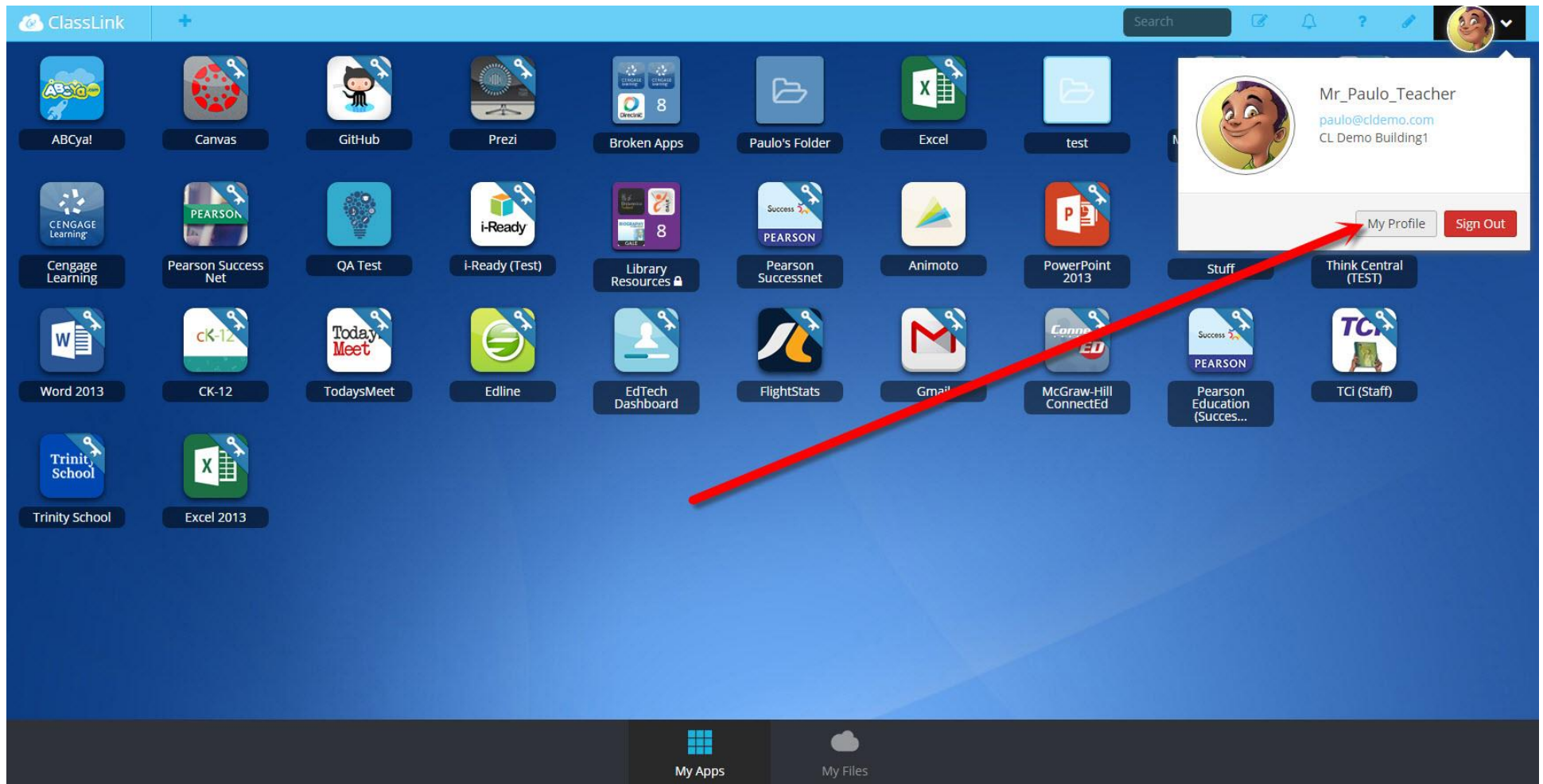


# Password Reset

## For Users:

Click on your avatar and click Profile Settings to setup password reset.



The screenshot displays the ClassLink dashboard interface. At the top left, the 'ClassLink' logo is visible. A search bar and several utility icons (mail, notifications, help, edit) are located in the top right. The main area is a grid of application icons, including ABCya!, Canvas, GitHub, Prezi, Broken Apps, Paulo's Folder, Excel, test, Cengage Learning, Pearson Success Net, QA Test, i-Ready, Library Resources, Pearson Successnet, Animoto, PowerPoint 2013, Word 2013, CK-12, Today's Meet, Edline, EdTech Dashboard, FlightStats, Gmail, McGraw-Hill ConnectEd, Pearson Education (Success...), Trinity School, and Excel 2013. On the right side, a user profile dropdown menu is open, showing the user's name 'Mr\_Paulo\_Teacher', email 'paulo@demo.com', and location 'CL Demo Building1'. Below the profile information are two buttons: 'My Profile' and 'Sign Out'. A red arrow points from the bottom left towards the 'My Profile' button. At the bottom of the dashboard, there are two icons: 'My Apps' and 'My Files'.

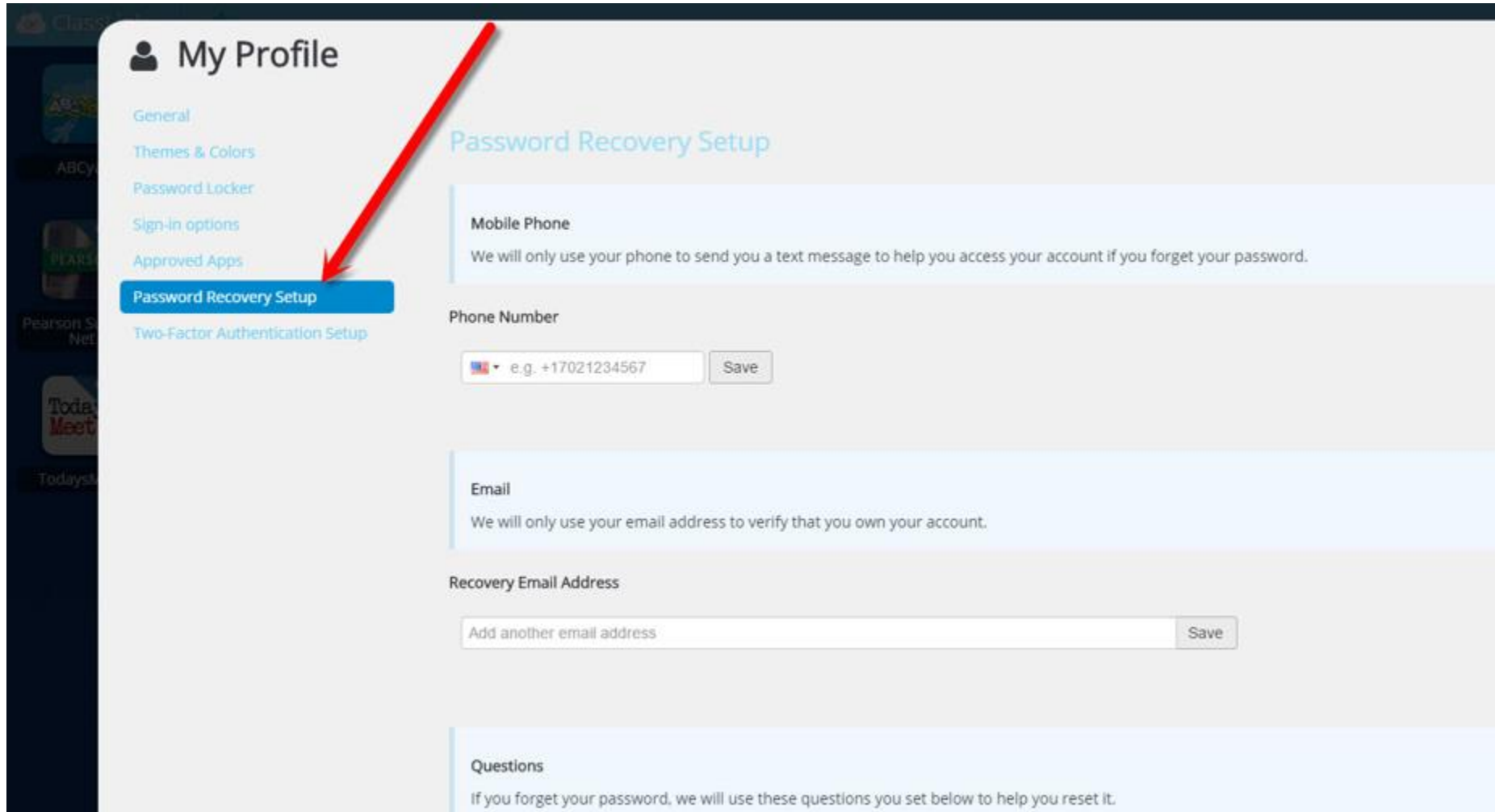
Click on Password Recovery Setup.

You will be required to fill out the required fields to help you verify and access your account.

## Password Recovery Setup:

For Phone Number you will have to verify your account.

For Security Questions, you need to make sure to click Save Questions at the bottom of the screen.



**My Profile**

- General
- Themes & Colors
- Password Locker
- Sign-in options
- Approved Apps
- Password Recovery Setup**
- Two-Factor Authentication Setup

### Password Recovery Setup

**Mobile Phone**  
We will only use your phone to send you a text message to help you access your account if you forget your password.

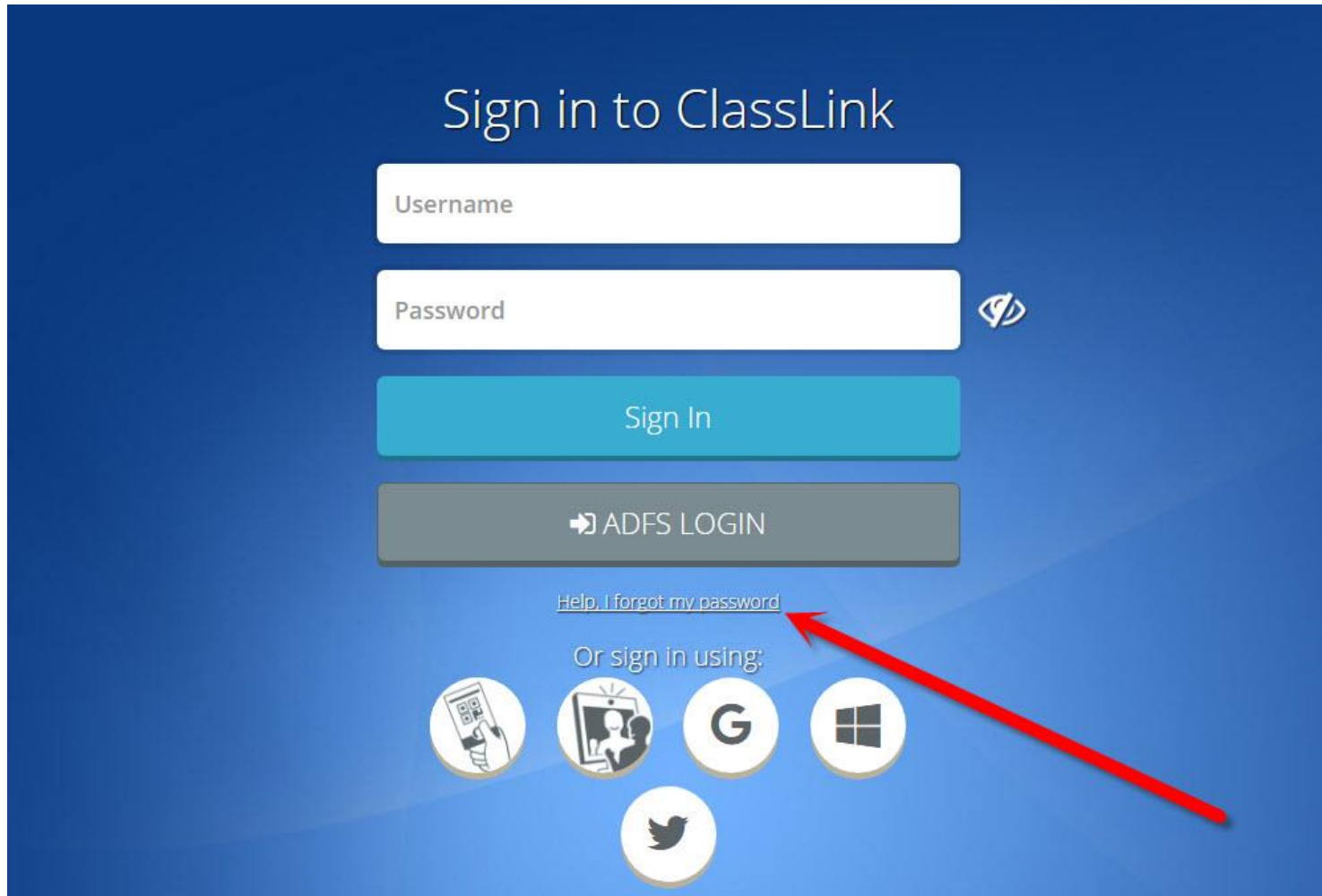
**Phone Number**

**Email**  
We will only use your email address to verify that you own your account.

**Recovery Email Address**

**Questions**  
If you forget your password, we will use these questions you set below to help you reset it.

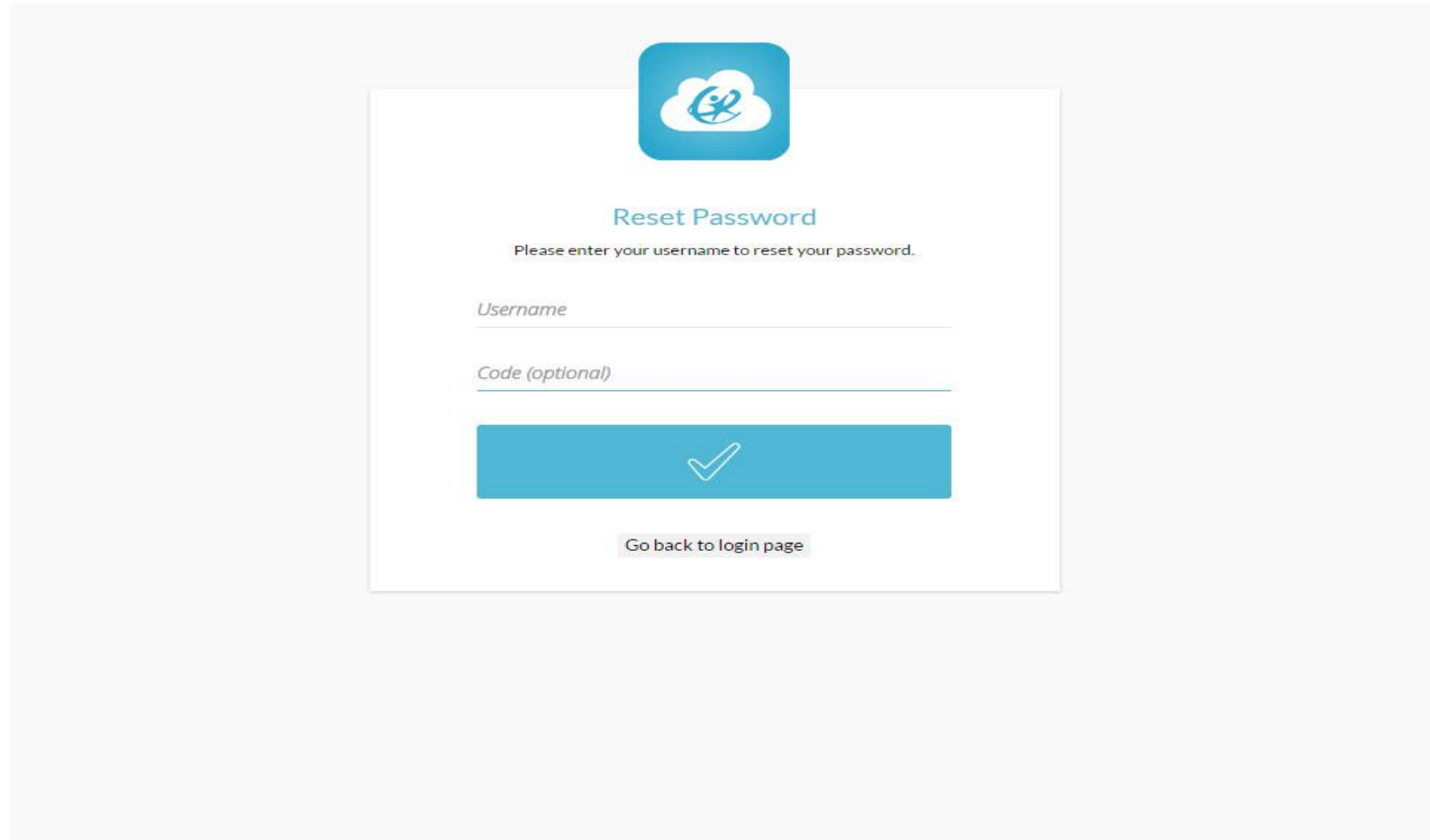
When you click the "*Help, I forgot my password*" link, you will be taken to a page to reset your password.



The Reset Password page looks like this.

## ***Code(optional):***

*The code should auto-fill and you would only need to type in your username.*

A screenshot of a web application's 'Reset Password' page. At the top center is a blue square icon with rounded corners, containing a white cloud with a blue '@' symbol and a blue checkmark. Below the icon, the text 'Reset Password' is displayed in a blue font. Underneath, a grey instruction box says 'Please enter your username to reset your password.' There are two input fields: the first is labeled 'Username' and the second is labeled 'Code (optional)'. Below these fields is a large blue button with a white checkmark icon. At the bottom, a grey button contains the text 'Go back to login page'.

## ***Done!***

*Once you fill out the requirements (answering your security questions, entering in the text code or validating by email) you will be prompted to change your password!*