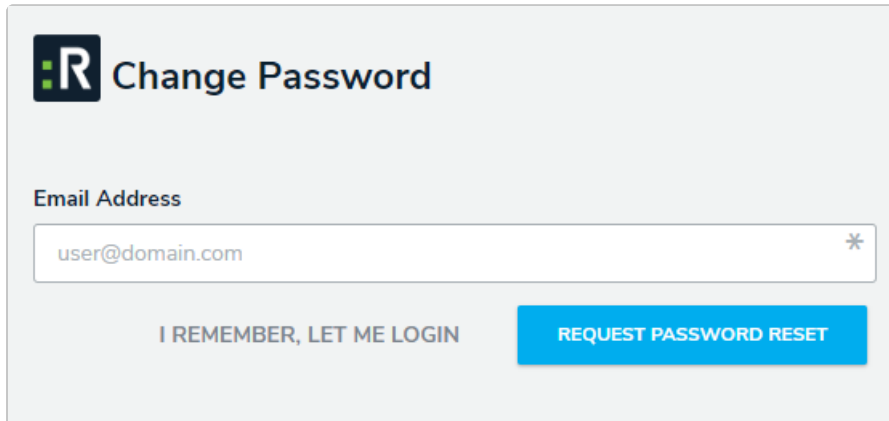


Reset Your Password

Last Modified on 03/03/2022 8:30 am MST

If you forgot your password or need to reset it, you can do so by clicking **Change Password** from the **Login** page, entering your email address, then clicking **Request Password Reset**. A link with instructions for resetting your password will be sent to your email.



The Change Password screen.

If your account is new and the initial activation email has expired, you can set up your new password by following the instructions above, ensuring that you enter the address that received the initial account activation email.

By default, your password expires every 90 days. At the end of the 90-day period, you'll be prompted to change your password after a successful login. Your new password must meet the requirements outlined in the [Password Requirements](#) article.



You cannot reuse your current password when resetting it after expiry or resetting it via email. Also note that you must wait 15 minutes between password reset requests.

After 3 failed login attempts, you will be locked out of your account and you must wait 15 minutes before attempting to log in again.