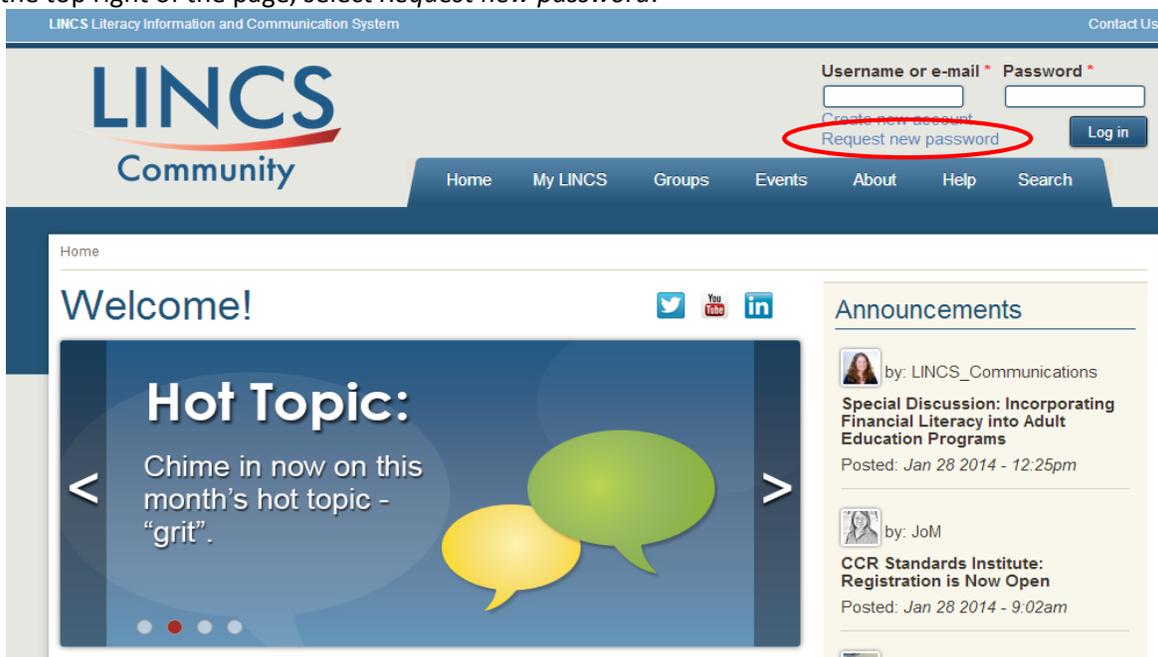


## How do I reset my password?

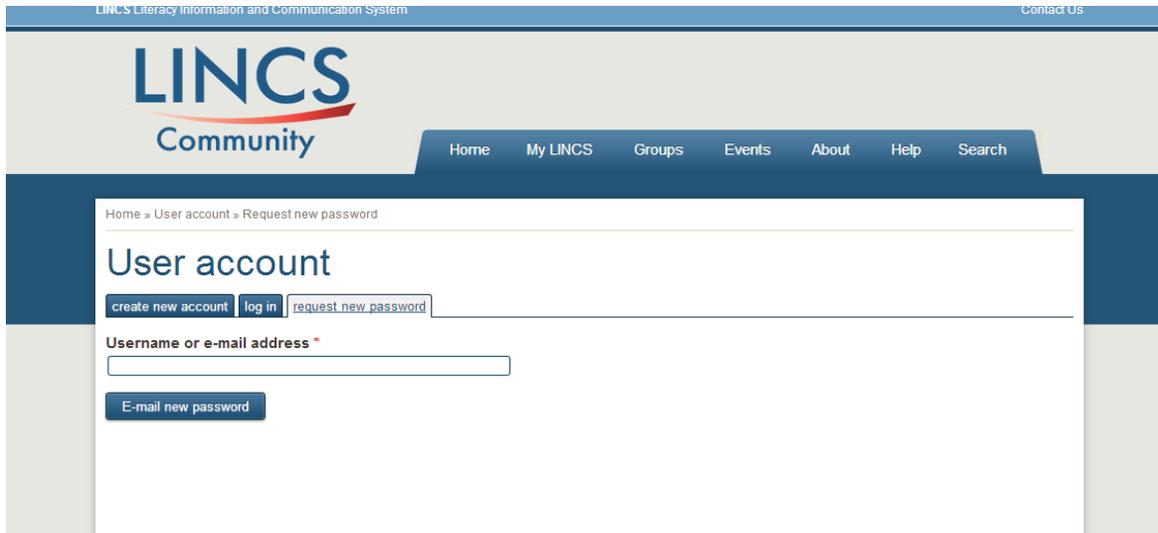
Members who forget their LINCS Community password can request a new password (page 1). Members who would like to change their current password, can reset their password while logged in to the LINCS Community (page 3).

### Requesting a new password

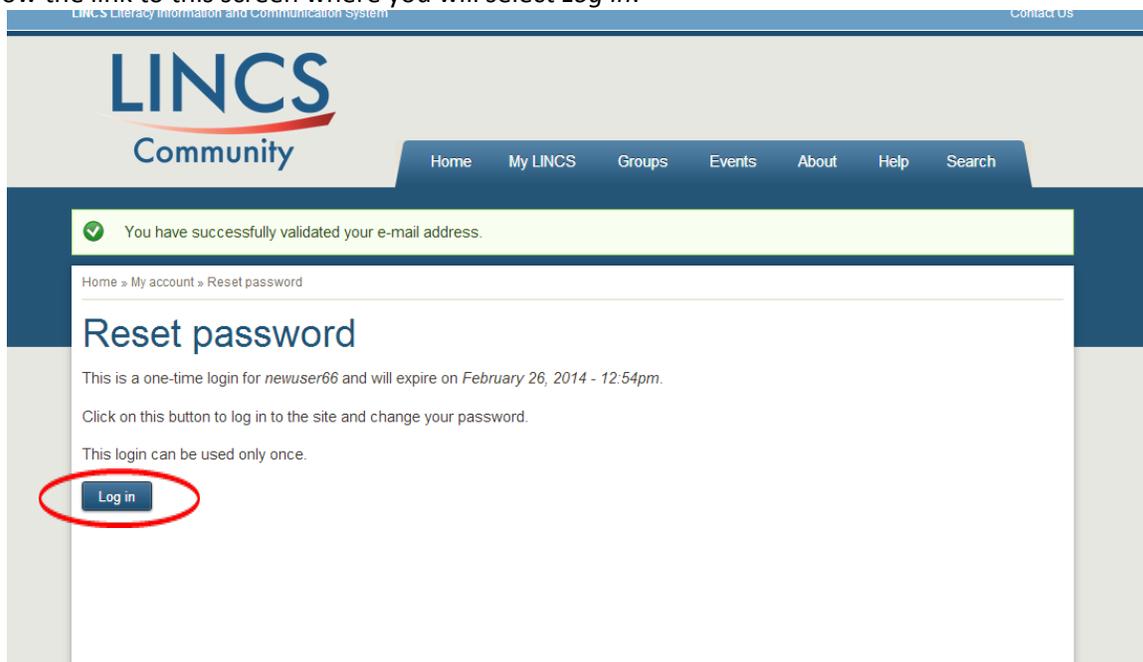
- Go to the LINCS Community: <https://community.lincs.ed.gov/>
- At the top right of the page, select *Request new password*.



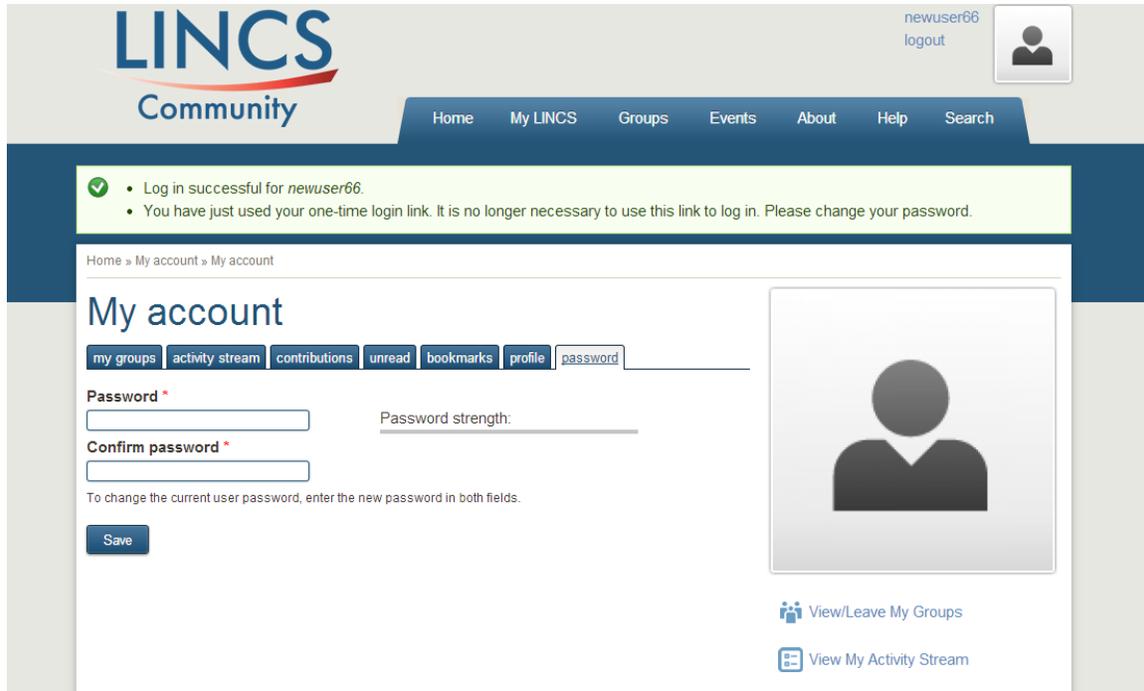
- Enter your email address and select *E-mail new password*.



- An email will be sent to your email address with a link that will allow you to enter your account and reset your password. This link may be used only once and is only available for 24 hours.
- Follow the link to this screen where you will select *Log in*.



- You will then be brought to this screen. Enter a new password and re-enter your new password and select *Save*.



## Resetting your password from within the LINCS Community

- Log in to the LINCS Community and select the *My LINCS* tab at the top of the page.
- Select the *Password* tab.

The screenshot shows the 'My account' page in the LINCS Community interface. At the top, there is a navigation bar with 'Home', 'My LINCS', 'Groups', 'Events', 'About', 'Help', and 'Search'. The user is logged in as 'newuser66' and can click 'logout' or view their profile. The main content area is titled 'My account' and has several tabs: 'my groups', 'activity stream', 'contributions', 'unread', 'bookmarks', 'profile', and 'password'. The 'password' tab is selected and circled in red. Below the tabs, there is a 'Current password' field, a 'Password \*' field, and a 'Confirm password \*' field. A 'Password strength' indicator is also present. A 'Save' button is at the bottom left. On the right side, there is a user profile picture placeholder and a list of links: 'View/Leave My Groups', 'View My Activity Stream', 'View Content I've Contributed To', and 'View Content I Haven't Yet Read'.

- Enter your *Current password*.
- Enter your new *Password* and enter it again in *Confirm password*.
- Remember your password must be at least 8 characters in length, contain at least one lowercase character, contain at least one uppercase character, contain at least one digit, contain at least one letter, and contain at least one punctuation (not whitespace or an alphanumeric) character.
- Select *Save*.