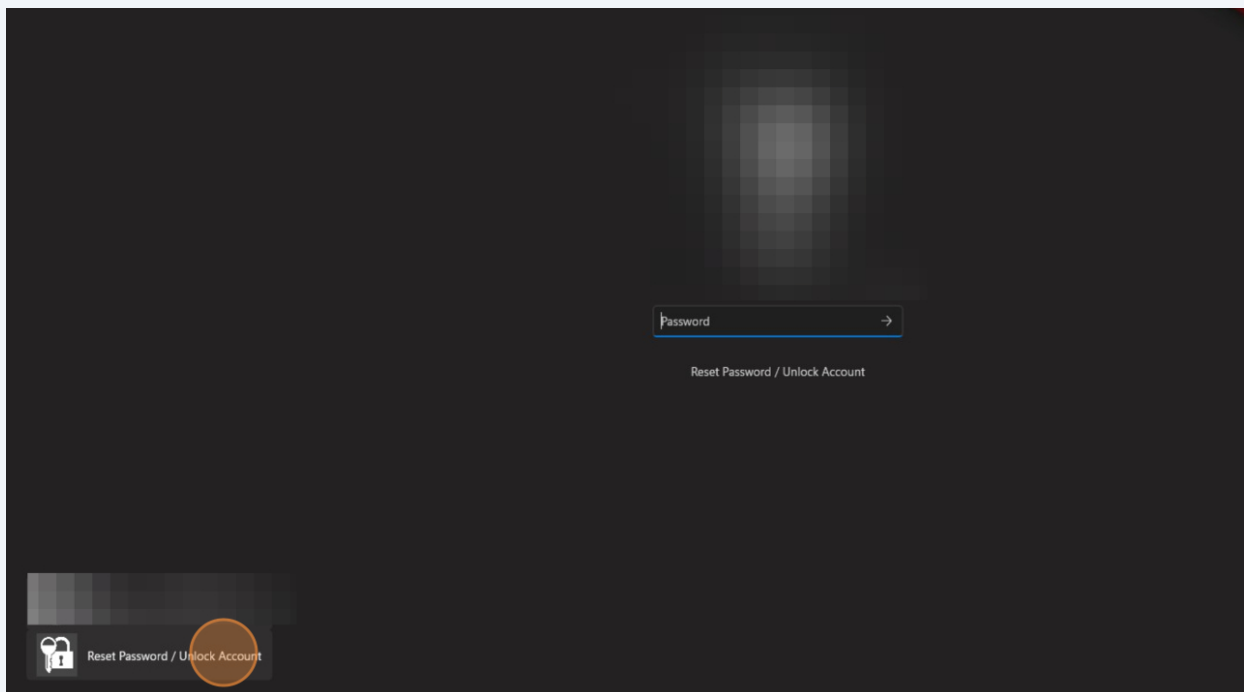


Instructions for resetting / Unlocking your staff Account

This guide provides a straightforward process for staff to reset or unlock their accounts efficiently. It outlines essential steps, including the use of multifactor authentication, ensuring security during the reset process. By following these instructions, staff can regain access to their accounts quickly, minimizing downtime and enhancing productivity. Viewing this guide will empower users to manage their accounts independently and securely.

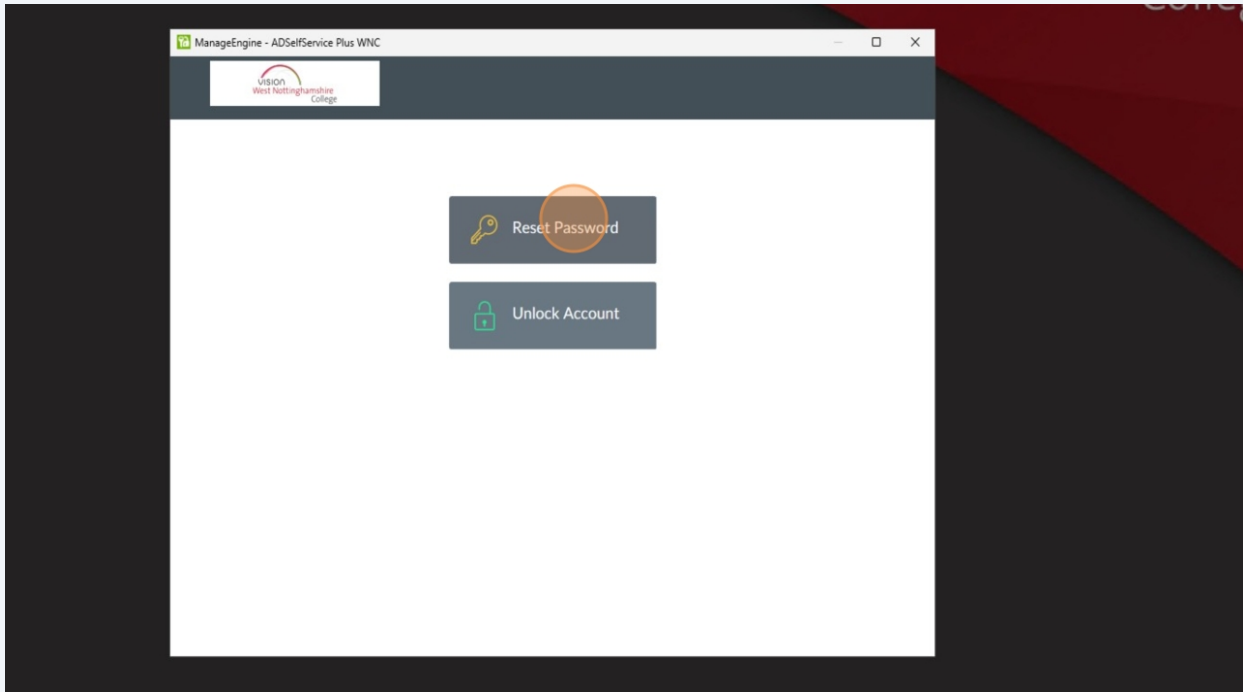
1

On a College Workstation Click The following Button In the Bottom Left of your screen.



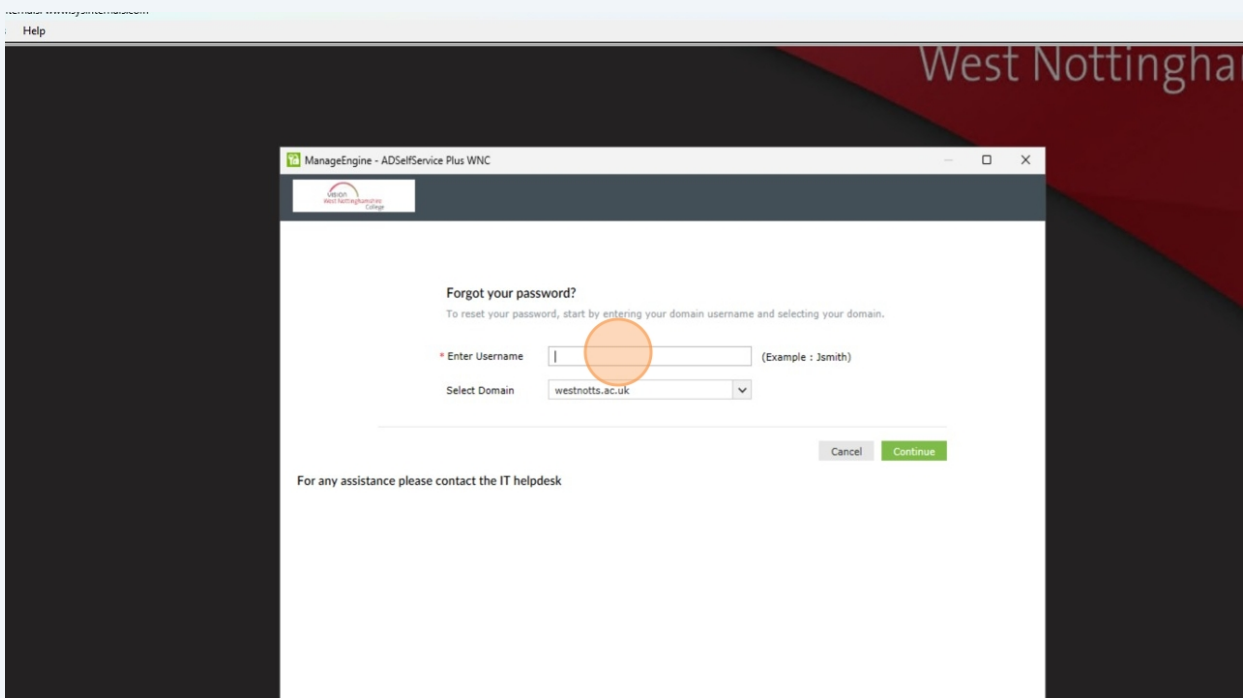
2

From here you can choose to reset your own password / Unlock your account
Select the function you need.



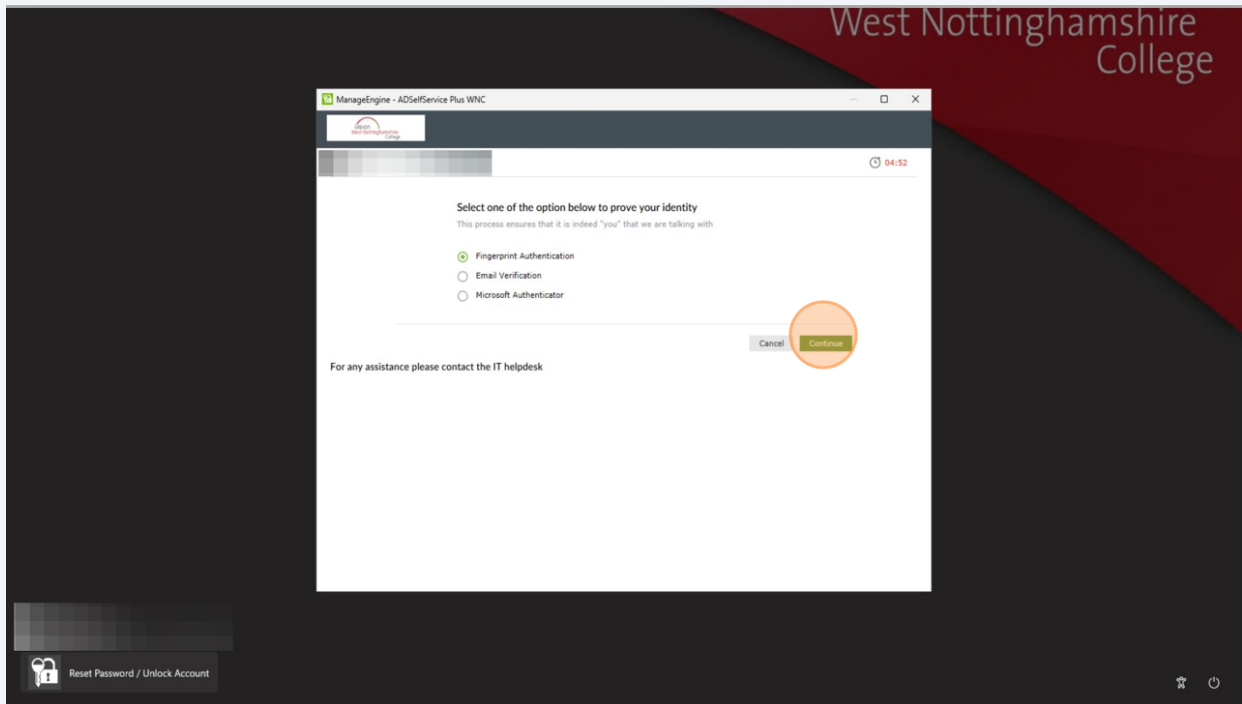
3

Enter just your college staff ID here



4

Go through the multifactor Authentication steps. Please note you will not be able to do this if you only have security questions set up. You will need one of the listed methods below



5

Once you have completed MFA you will need to enter your new password and confirm this and then press reset password.

