ONLINE ACCOUNT: RESET PASSWORD

1. From the online registration page, click the “Forgot Password link at the top right side of the page. It will take you to the “Forgot Password” page.

2. On the “Forgot Password” page, enter the e-mail address you have in the system, then click the “Submit” button. The system will automatically send you a Reset Password e-mail.

NOTE: If you do not receive the e-mail after 10 minutes, please check your Spam or Junk Mail folder.

How the e-mail might look in your Inbox:
3. After receiving the Reset Password e-mail, read the message and click the link to reset your password.

Dear Sarah,

To reset your password please click on the link below. Your username will be displayed on the password reset page. If you would like to update your username after changing your password please go to the My Account link at the top of the page.

[Click here](#) to reset your password.

Sincerely,

Osher Lifelong Learning Institute at Dartmouth

4. After clicking the link, the Reset Password page will open. Be sure to do the following:
   - Be sure to verify or make a record of your Username
   - Enter your new Password, then enter it again to confirm in the next box. (NOTE: Read the password requirements)
   - Click the “Submit” button.
5. If you have successfully entered your new password, you will be taken to a page that confirms your new password. You can now log in to your account using the Login fields at the top right of the page!