

# 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.

The screenshot shows the Osher@Dartmouth website registration page. At the top left is the Osher Lifelong Learning Institute logo with the tagline "Discovering the new. The provocative. The timeless." To the right are input fields for "Username" and "Password", and a "Login" button. A link "Forgot password | New User? Start Here" is circled in red. Below the navigation bar (Home, Select Membership, Help) is a "Welcome to Osher Lifelong Learning Institute at Dartmouth's Registration Site!" message. A "LOG IN TO DO ANY OF THE FOLLOWING:" section lists: 1. Renew your membership, 2. Register for a course or event, 3. Update your contact information, 4. Change your username/password. A "DONATE NOW" button is also visible.

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.*

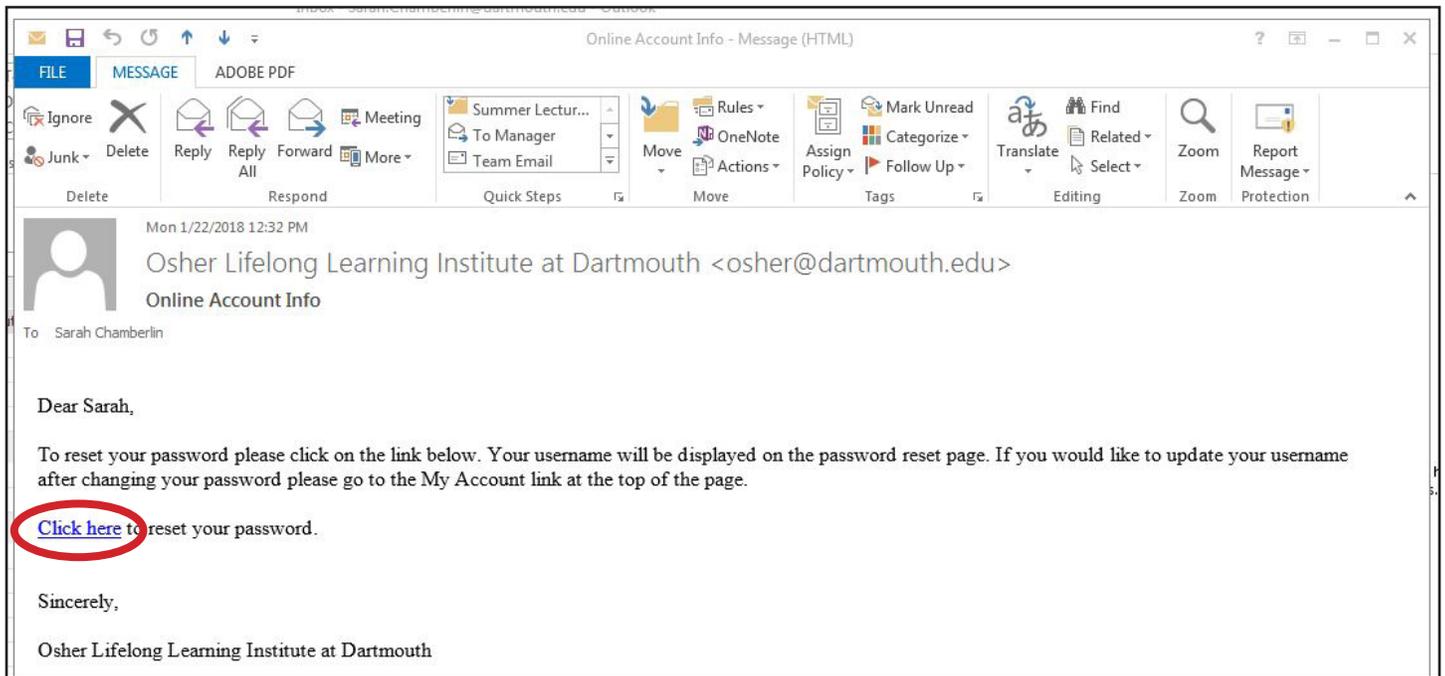
The screenshot shows the "Forgot Password" page. It features a lock icon and the heading "Forgot Password". Below the heading is the instruction: "Please enter your e-mail address below and we will send to you the password reset link." There is an input field labeled "Enter Email" containing "e.g. sample@mail.com" and a "Submit" button.

The screenshot shows an "Email Sent!" notification. It states: "Your login information has been sent to sarah.chamberlin@dartmouth.edu" and includes a "Go to Login Page" button.

*How the e-mail might look in your Inbox:*

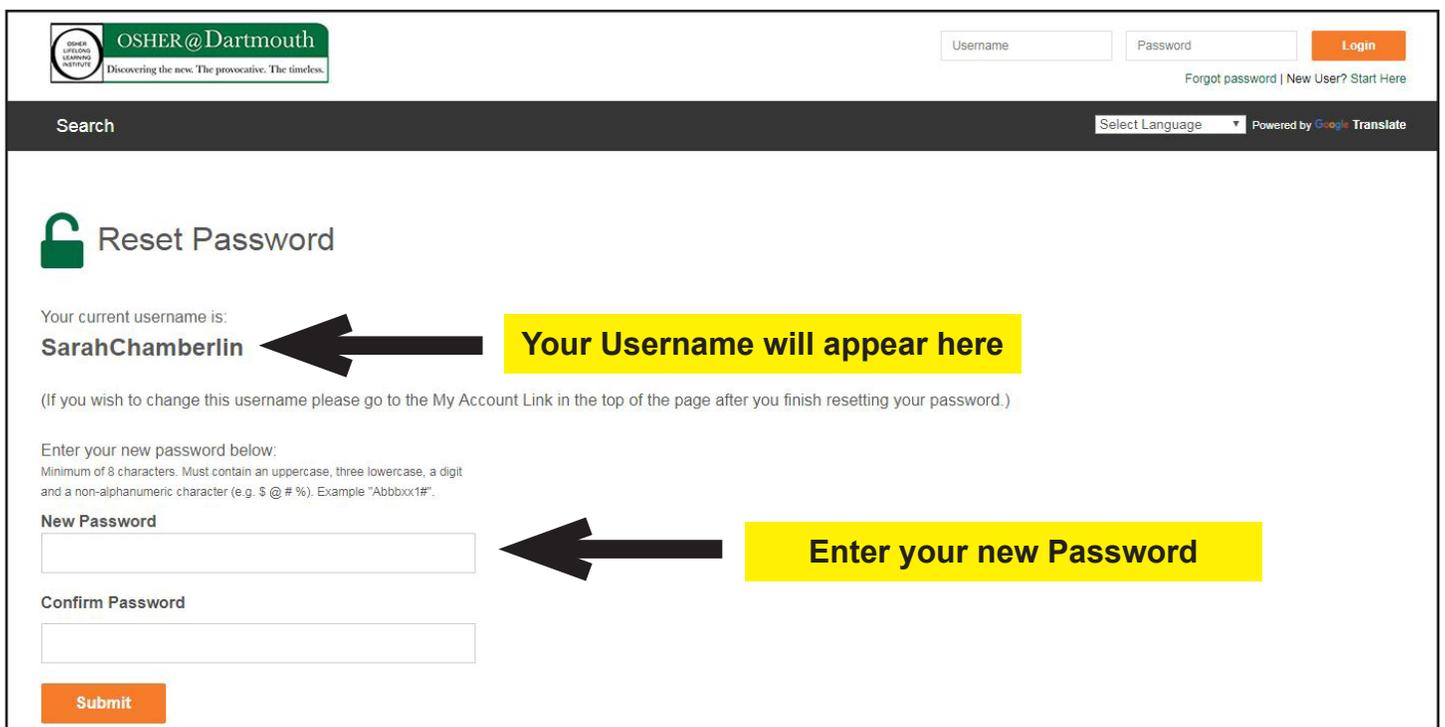
All Unread	
FROM	SUBJECT
Date: Today	
Osher Lifelong Learning Institute at Dartmouth	Online Account Info
Diane M. Doe	RE: Message from KM_C454e
Lisa L. King	FW: Possible Turntable Purchases
Lisa L. King	Please bring all Valley News to 7 Lebanon on Fridays or Mondays

3. After receiving the Reset Password e-mail, read the message and click the link to reset your password.



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!

**OSHER@Dartmouth**  
Discovering the new. The provocative. The timeless.

Username

Password

**Login**

[Forgot password](#) | [New User? Start Here](#)

Search

Select Language

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## Reset Password

The password for SarahChamberlin has been successfully changed. You may now [login](#) to this account with your new password. If you wish to update your username or other account information or preferences please visit the [My Account](#) area linked at the top of this page.

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Office Hours: Monday through Thursday from 8:30 AM – 4:30 PM · Friday from 8:30 AM – 1:00 PM  
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