Reset Help User Guide

In the Reset screen you will see various input fields for entering
Information to reset the password of an existing account.
There are four buttons: Help, Update Form, Cancel, and Reset.

Reset Screen Contents

1. Cancel Button
The cancel button will return you to the Login screen
and cancel the password reset.

2. Update Form Button
The user must enter their username into the username field.
Once entered if the username exists, the update button
will update the form with all the information needed.

3. Reset Button
Once the user correctly answers the security questions, and
creates a new valid password the user can click the reset button
and the password will be successfully reset.

4. Answer fields
The answer fields are required fields. All questions must be
answered correctly and all answer fields must be filled in.

5. Password Fields

Both password fields are required fields. The new password
must match the confirm password field. The new password cannot
be the same as the old password. The new password must meet
all requirements in order to be valid.
Passwords must be complex passwords. They <u>must</u> contain at least
three of the four
types to be a valid password:

- Upper case characters (A through Z)
- Lower case characters (a through z)
- Numbers (0 through 9)
- Special characters ()!@#$%^&* No spaces allowed

Passwords must also be:

- Cannot be less than 8 characters long
- Cannot be longer than 20 characters