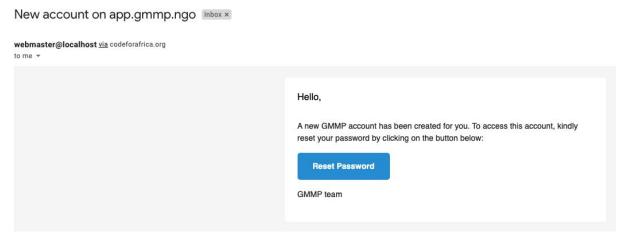
All accounts have already been created in the database using the emails you provided us. An email with a link to a password reset page on the database has been sent out to everyone. This is the link you'd use to set your password for first time use and any time in the future should you forget your password or username.

What you need to do:

- Go to the link you received in your email (https://app.gmmp.ngo/admin/password_reset/)
- 2. Enter the email you provided us, and
- 3. Click "Reset my password"

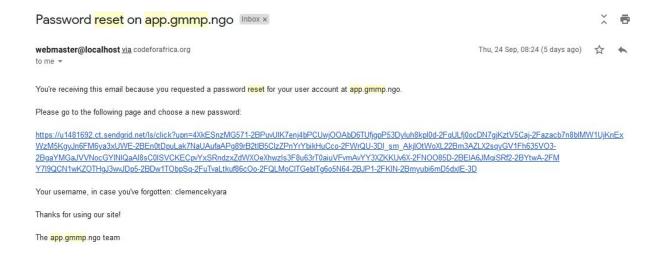


Sample Reset Password Email

If you enter the correct email, you should receive an email containing your **username** (if you don't know or remember it) as well as a link for you to set *a new password* for your account. Please check your junk/spam folders first if you don't receive the email in a timely manner. Then if you're convinced you haven't received it, confirm with the coordinator if the email you entered is the one used by the database for your account.

Once you receive the change password email, what you need to do is:

- 1. Note down your username for future use, and
- 2. Click the new password link.



Sample Change Password Email

On the new password page, enter your new password and repeat it for the system to double check that you haven't made any mistakes. Then click "Change password".

That's it! With your **username** and new password, proceed to https://app.gmmp.ngo to access the database.

Happy coding,

GMMP Team.