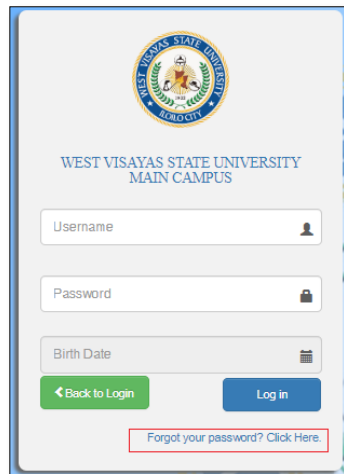


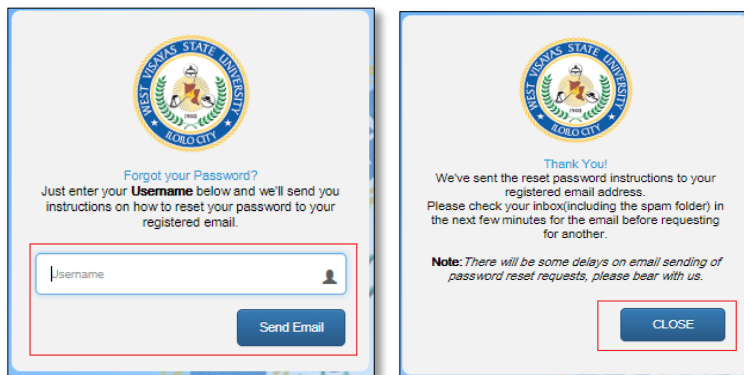
Forgot your Password? Follow this Steps:

STEP 1 Click the **Forgot Password link** located in the log-in page.



The login page for West Visayas State University Main Campus. It features the university's logo at the top. Below the logo, the text "WEST VISAYAS STATE UNIVERSITY MAIN CAMPUS" is displayed. There are three input fields: "Username" with a person icon, "Password" with a lock icon, and "Birth Date" with a calendar icon. At the bottom, there are two buttons: a green "Back to Login" button and a blue "Log in" button. A red box highlights a link that says "Forgot your password? Click Here."

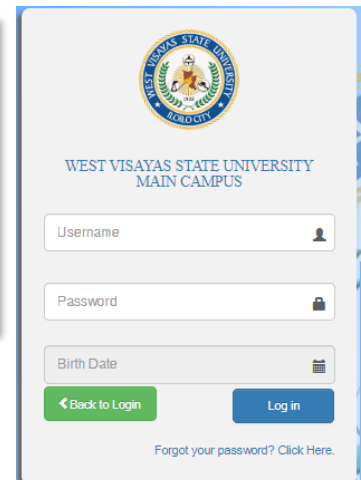
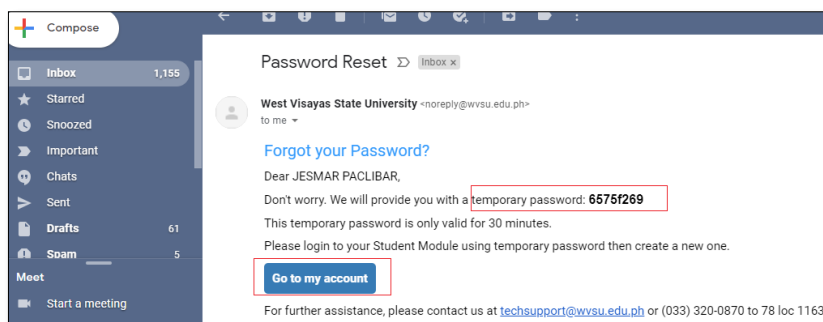
STEP 2 Input your **Username/ID**. And click the **Send Email** and **Close** button. The system will send an instruction to your registered email account.



Two side-by-side screenshots of the password reset process. The left screen is titled "Forgot your Password?" and asks the user to enter their "Username" in a text field. Below the field is a blue "Send Email" button. The right screen is titled "Thank You!" and informs the user that reset instructions have been sent to their registered email address. It includes a note about potential delays in email delivery and a blue "CLOSE" button. Both screens feature the university's logo at the top.

STEP 3 Go to or open your email account and read the message. The system provided you a **Temporary Password** that you will use to login. Take note of the temporary password. Please take note that the temporary password is only **valid** for **30 minutes**.

STEP 4 Click the **Go to my account** button to login in to your account using the provided temporary password.



The login page for West Visayas State University Main Campus, identical to the one in Step 1. It features the university's logo, the text "WEST VISAYAS STATE UNIVERSITY MAIN CAMPUS", and input fields for "Username", "Password", and "Birth Date". There are "Back to Login" and "Log in" buttons, and a link for "Forgot your password? Click Here."