

Enhancement Flash



VPN PASSWORD RESET

- Due to a new password policy it will be REQUIRED that all IBOs reset their VPN passwords **NO LATER THAN END OF DAY FRIDAY, JUNE 19, 2015**
- To reset your VPN password following these steps:
 - Go to the following site: <https://password-reset.greatvirtualworks.com/>
 - Click 'Forgot Password'

Great VirtualWorks

Please log in

Username:

Password:

[Forgot Username? Password?](#)

[Log In](#)

- Enter your VPN username (note: usually first initial and last name)

Great VirtualWorks

Forgot Password

Username:

[Forgot Username?](#)

[Send Email](#)

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4. Click 'Send Email'

A screenshot of the 'Forgot Password' form in the Great VirtualWorks system. The form is titled 'Forgot Password' and features a 'Username:' label next to a text input field containing 'gnewman'. Below the input field is a link that says 'Forgot Username?'. A green 'Send Email' button is located at the bottom of the form and is circled in red. The Great VirtualWorks logo is in the top left corner.

Great VirtualWorks

Forgot Password

Username:

[Forgot Username?](#)

[Send Email](#)

5. View Confirmation Screen

A screenshot of the 'Please log in' confirmation screen in the Great VirtualWorks system. At the top, a green success message box states 'The email was sent successfully' and is circled in red. Below this, the screen is titled 'Please log in' and contains 'Username:' and 'Password:' labels next to their respective input fields. A link 'Forgot Username / Password?' is positioned below the password field. A green 'Log In' button is at the bottom. The Great VirtualWorks logo is in the top left corner.

Great VirtualWorks

☑ The email was sent successfully

Please log in

Username:

Password:

[Forgot Username / Password?](#)

[Log In](#)

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6. Check your email inbox for an email from greatvirtualworks.com and then follow instructions within email

From: Do Not Reply [<mailto:noreply@greatvirtualworks.com>]
Sent: Friday, June 12, 2015 16:08
To: John Semander
Subject: Password Reset



Reset your password

You received this email because your account has been locked or you indicated that you forgot your password. Please follow the link below.

[Reset Password](#)

NOTE: This link will expire in 30 minutes, please reset password quickly.

If you believe this message is being sent to you by mistake, please contact the help desk at [\(800\) 609-5497](tel:800-609-5497).

7. Follow Steps 1-6 anytime you need to reset your VPN password

