

## NBSRT Password Re-set Guidelines v1.1

If you lose or forget your password to access the **Members Only** area then:

- a. Click on the link in the Login Window that says **Lost or forgot your password?**
- b. Type your username or email address and click **Submit**.

*You will receive an email with a link that will allow you to reset your password.*

- c. Click on the link in the email.

- The password re-set screen will open. →→

- d. Use all or part of the default password – OR

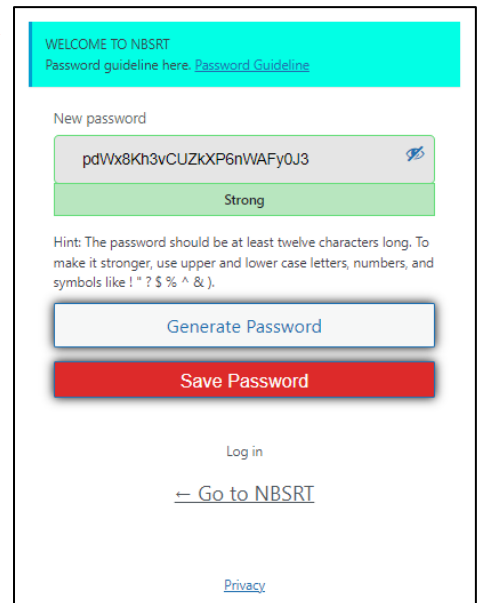
- e. Type a personal password

- f. Your final choice for a password . . .

- Must be a minimum of 12 characters long
- Must include:
  - i. upper-case and lower-case letters
  - ii. numbers,
  - iii. and at least one of these characters:

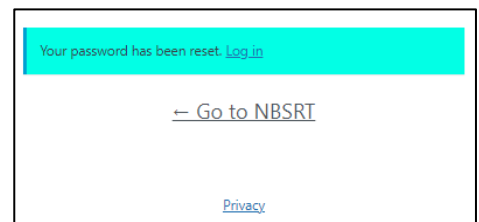
& \* # @ \$ % < > +

Example: \*\$NacL2022\$\*



2. If you try to SAVE a password that does not meet the requirements above, the password re-set screen will remain open until all requirements are met.

3. A successfully saved password will open a new window with a “Login” link. →→



4. **IMPORTANT** - You will not be able to see your new password after you click on SAVE PASSWORD, so be sure to write it down.