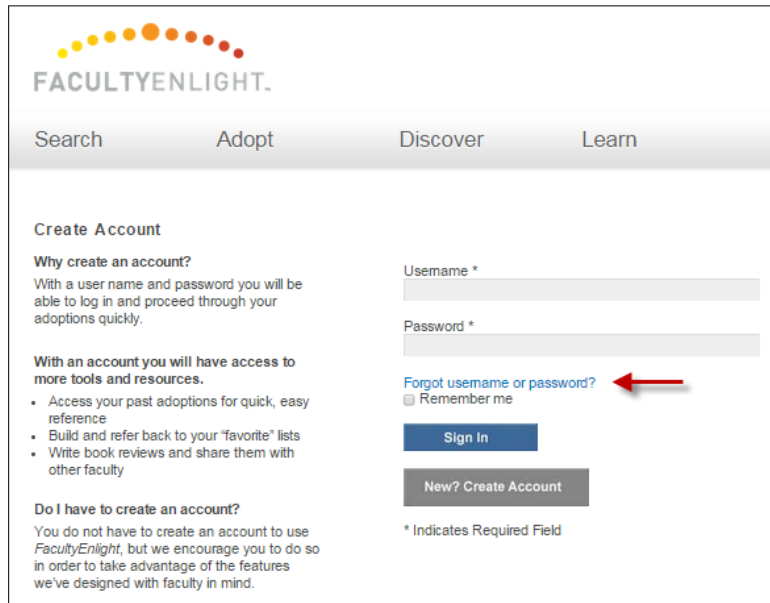

Resetting your *FacultyEnlight* Password

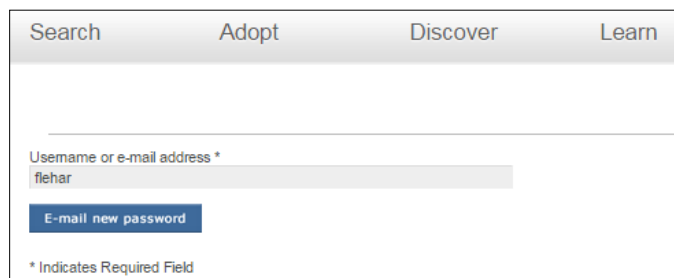
How to Use Password Reset

1. On the *FacultyEnlight* login page, simply select the link “Forgot username or password?”

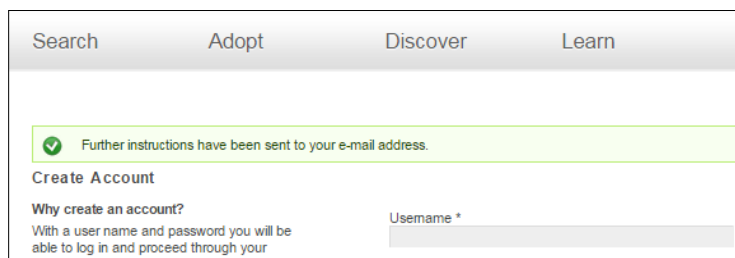


The screenshot shows the FacultyEnlight login page. At the top, there is a navigation bar with links for Search, Adopt, Discover, and Learn. Below this is a 'Create Account' section. On the left, there is text explaining why to create an account and listing benefits. On the right, there are input fields for 'Username *' and 'Password *', a 'Remember me' checkbox, and a 'Sign In' button. A red arrow points to the 'Forgot username or password?' link. Below the input fields is a 'New? Create Account' button and a note that an asterisk indicates a required field.

2. Then enter either your Username or your Email Address and hit “E-mail new password.” You will see confirmation that an email has been sent, and the password reset email will automatically be emailed to the email address on your account. If you don’t receive this email, please check your spam folder.



This screenshot shows the same login page as above, but with the 'E-mail new password' button highlighted in blue. The 'Username or e-mail address *' field contains the text 'fiehhar'.

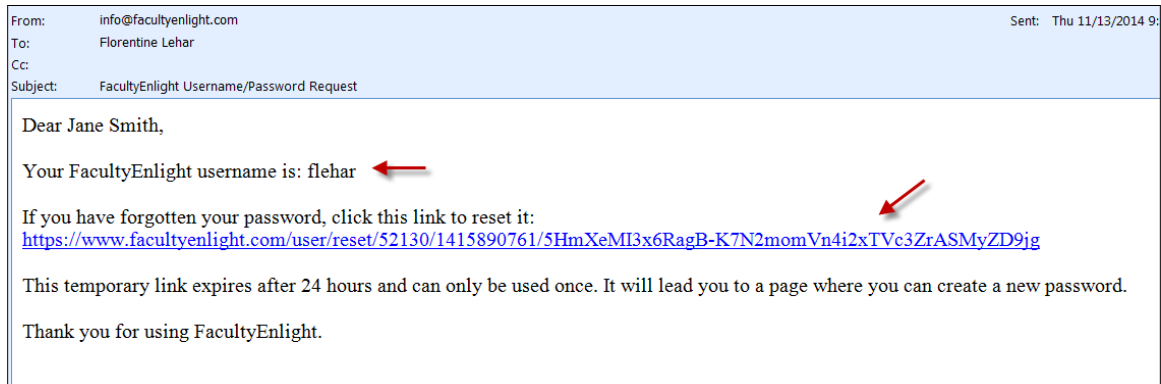


This screenshot shows the login page with a green confirmation message at the top: 'Further instructions have been sent to your e-mail address.' Below this, the 'Create Account' section is visible, including the 'Why create an account?' text and the 'Username *' input field.

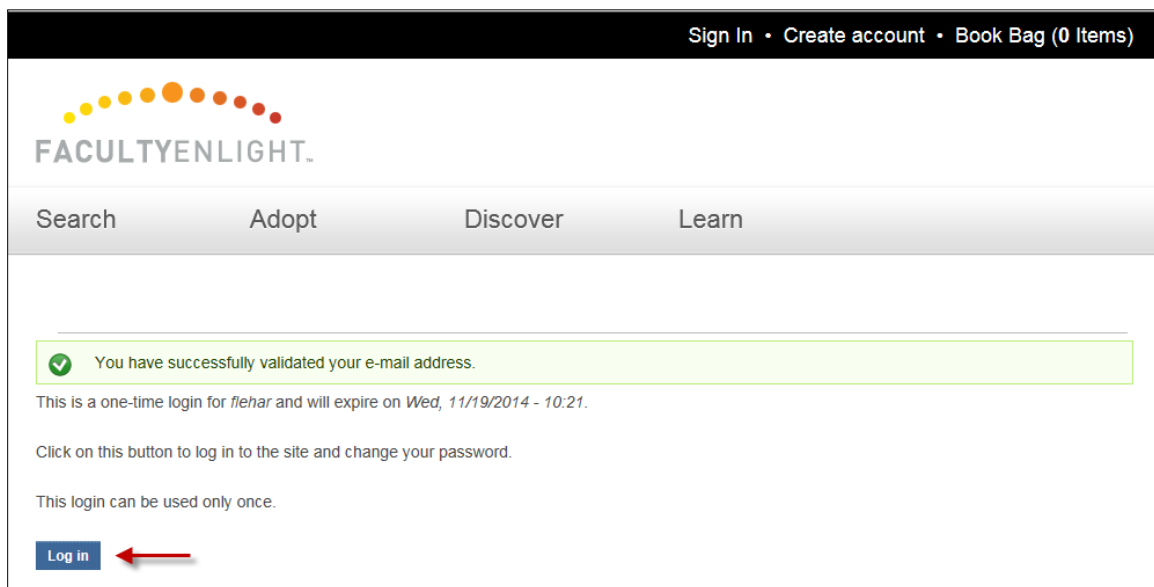


Resetting your *FacultyEnlight* Password

3. The email will contain your username. It will also contain a link in case you forgot your password. This link is only valid for 24 hours and can only be clicked once. Click this link.



4. The link will validate your email address, but you are not logged in yet and your password has not been changed. Click "Log In" to edit your password.



5. This will take you to your Account Page and will let you know that you just used a one-time link. You are now logged in, but you must still change your password.



Resetting your *FacultyEnlight* Password

- You must enter your new password, then confirm this password and hit "Submit." Passwords are case-sensitive. (It is advisable to write down your password and keep it in a safe place, in case you forget it.)

Welcome Jane Smith • Sign Out • Book Bag (0 Items)

FACULTYENLIGHT.

Search Adopt Discover Learn History

Edit Email/Password Edit profile Account Preferences

✓ You have just used your one-time login link. It is no longer necessary to use this link to log in. Please change your password.

Create Account

Why create an account?
With a user name and password you will be able to log in and proceed through your adoptions quickly.

With an account you will have access to more tools and resources.

- Access your past adoptions for quick, easy reference
- Build and refer back to your "favorite" lists
- Write book reviews and share them with other faculty

E-mail address: * flehar@bncollege.com

New Password: ●●●●●● Strong

Confirm password: Passwords match: yes ●●●●●●

To make your password stronger:
Add punctuation

To change the current user password, enter the new password in both fields.

Submit

- You will receive a notification that the changes have been saved. You can now continue to use the site normally. When you log out, use your new password to log in. Make sure that you are using your username to log in and **not** your email address.

Search Adopt Discover Learn History

Edit Email/Password Edit profile Account Preferences

✓ The changes have been saved.

Create Account

Why create an account?
With a user name and password you will be able to log in and proceed through your adoptions quickly.

With an account you will have access to

Current password: _____

E-mail address: * flehar@bncollege.com

New Password: _____

**Questions?
Contact your Store Manager.**

