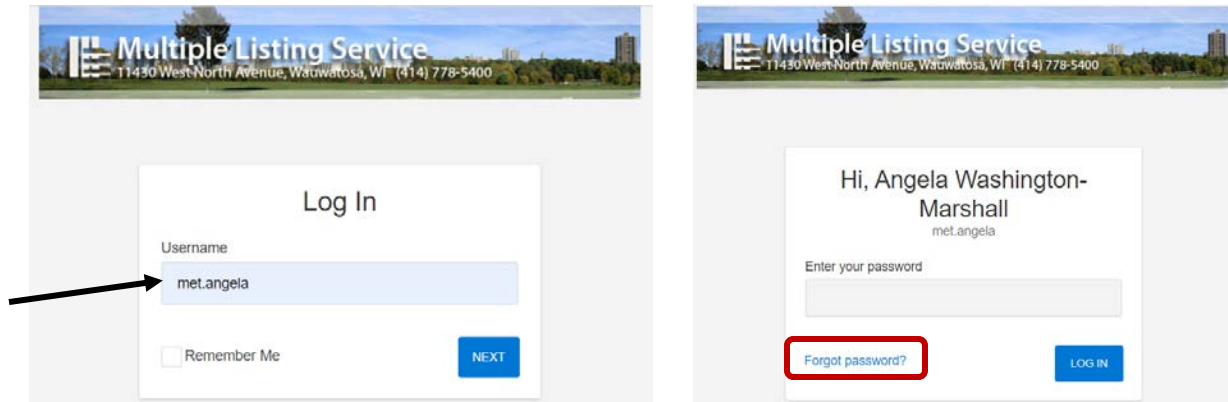
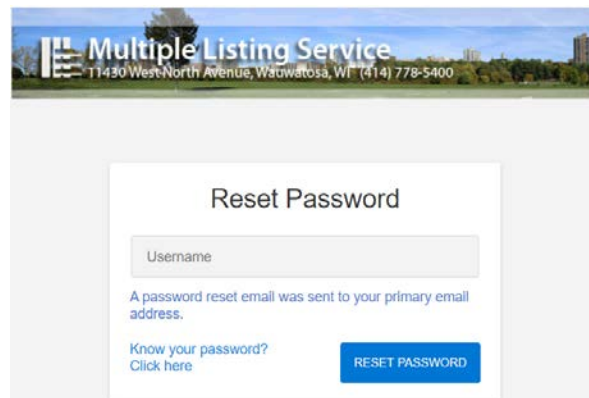


How to Reset your Password

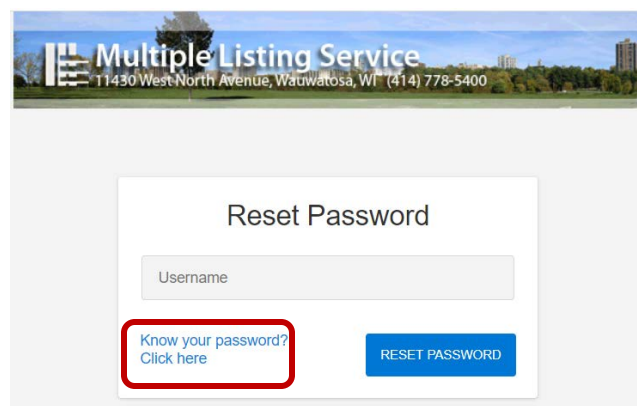
If you have forgotten your password or need to reset your password for security reasons, you can reset your password in the Log In screen. Enter your username and click **Next**; at the welcome screen, click the **'Forgot password?'** link.



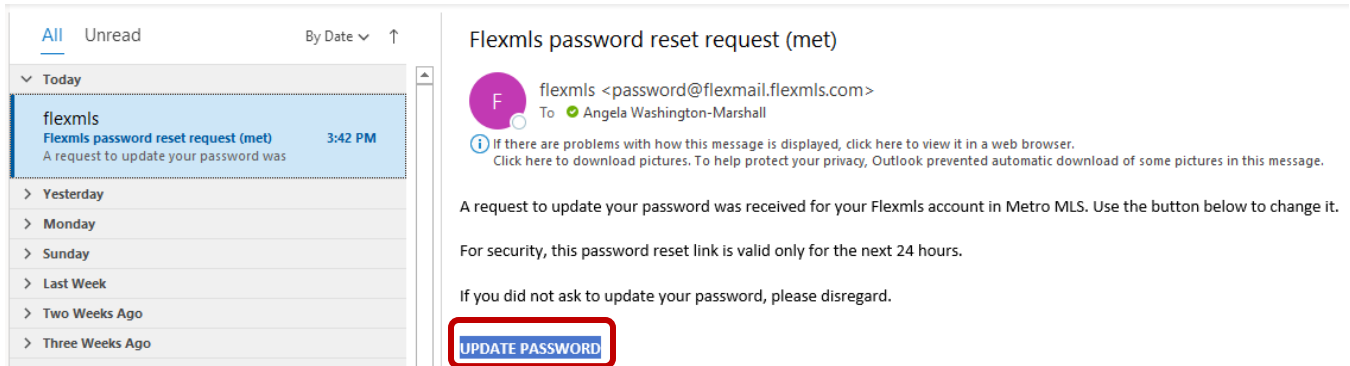
This will route you to the Reset Password screen; in the Username field, enter your MET ID (met.xxxxx) and click the **Reset Password** button. The next screen will confirm your request with a message to check your primary email address (the one listed in your Quick Profile Maintenance screen).



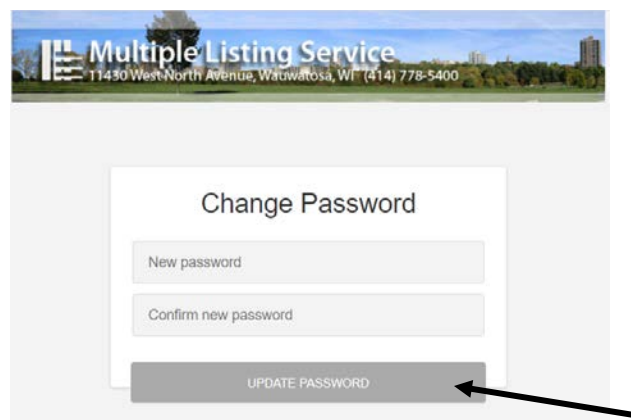
If you would like to try a password before resetting it, click the **'Know your password? Click here'** link.



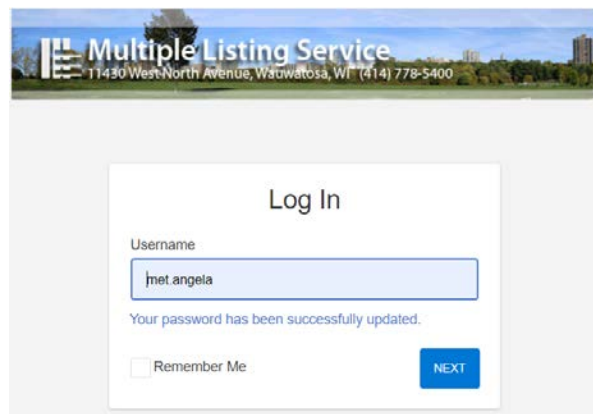
The reset request is sent right away to your email address; the time that you receive it in is based on your email provider. Below, is what the request looks like; to reset your password, click **UPDATE PASSWORD**.



Clicking the **UPDATE PASSWORD** button will route you to the 'Change Password' screen; here, enter your new password and retype that password in the 'Confirm new password' field. Click the **UPDATE PASSWORD** button when done/



If your password has been successfully changed, you will be routed to a Log In screen with a message that your password has been successfully changed. You may now log in with your new password.



NOTE: Passwords must be a minimum of 8 characters in length with at least one letter AND one number, and they are case sensitive. You cannot reuse a password until it ages 12 months.