

Logging in for the First Time

1. If you're not on the login screen, go there by clicking the "Login" tab at the bottom of the left navigation menu.
2. Click on the "Forgot Password" link at the bottom of the login screen.
3. Enter your username (the first letter of your first name followed by your last name, ex. ntessell) and then click the "Reset Password" button.
4. An email will be sent to your email address with a complex password.
5. Go back to the login screen and log in using your username and the password that was sent to you.
6. If you so choose, you can go to contact information tab and change your password there.