Resetting your *FacultyEnlight* Password

How to Use Password Reset

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

![Password Reset Link](image)

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.

![Password Reset Instructions](image)
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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.
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6. 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.)

7. 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.

Questions?
Contact your Store Manager.