



Colfax-Mingo Community Schools

Resetting Password

If a user has forgotten their password and has set a recovery email address that they can still access, they may set a new password by using the **Forgot Your Password?** link.

Once you have selected the **Forgot Your Password?** link, you may enter your **Username** in the field provided and select the **Next** button in the lower right corner.

If the username you entered is valid, you will be informed to check your email for a unique URL which needs to be selected in order to move on to the next step. An example of what the email message looks like is below.

Once you receive the email you can select the URL or copy/paste it into a web browser to continue the password recovery process.

After you access the URL provided in the email, you will be brought to a web page where you may select a new password and re-enter it to confirm. Click on Next to save the change.