

# OpenKGUMSB

## PASSWORD RESET MANUAL

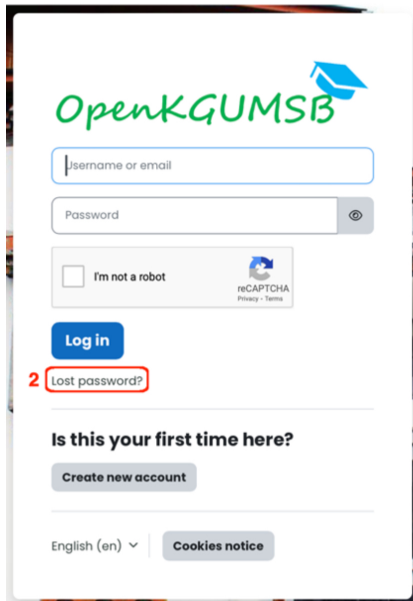
# OpenKGUMSB Password Reset Manual

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For:	OpenKGUMSB VLE Users

## RESET PASSWORD

If the users forget his/her password, the password reset can be performed by themselves without having to contact system administrator. Follow steps listed below to reset password.

1. Visit <http://open.kgumsb.edu.bt> and Click “Login in” located on top right corner.
2. Login page will load. Click on “Lost password?”.



3. Password reset page will load. Enter valid username or email address and click “Search”.

To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

**Search by username**

Username

**Search**

**Search by email address**

3 Email address

**Search**

4. Password reset confirmation message page will load. Click “Continue”.

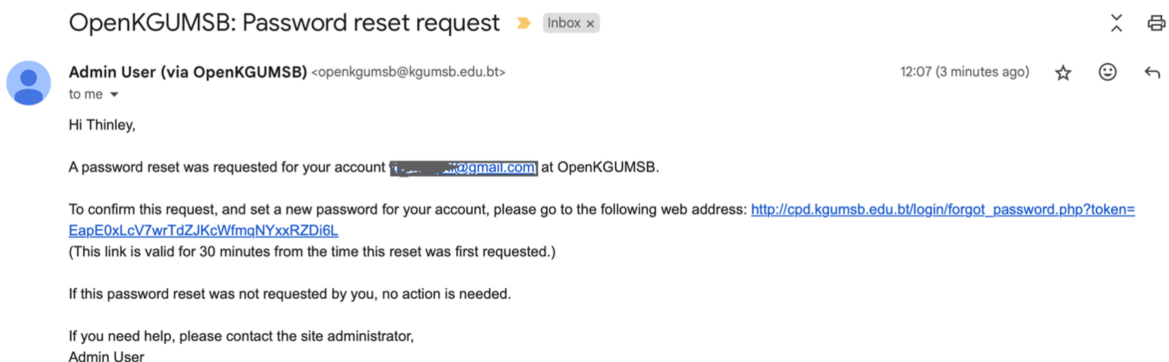
If you supplied a correct username or unique email address then an email should have been sent to you.

It contains easy instructions to confirm and complete this password change. If you continue to have difficulty, please contact the site administrator.

4 **Continue**

5. If valid username and password was provided Step 3, you will receive system generated email containing password reset link.

***Password reset link is valid for 30 minutes from the time this reset was first requested***



6. Click on password reset link in the email and password reset page will load. Enter new password and click “Save changes”. Upon successful password reset, you will be taken to OpenKGUMSB Dashboard page

Please enter your new password below, then save changes.

### Set password

Username

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as \*, -, or #

New password

New password (again)

**6**

**!** Required