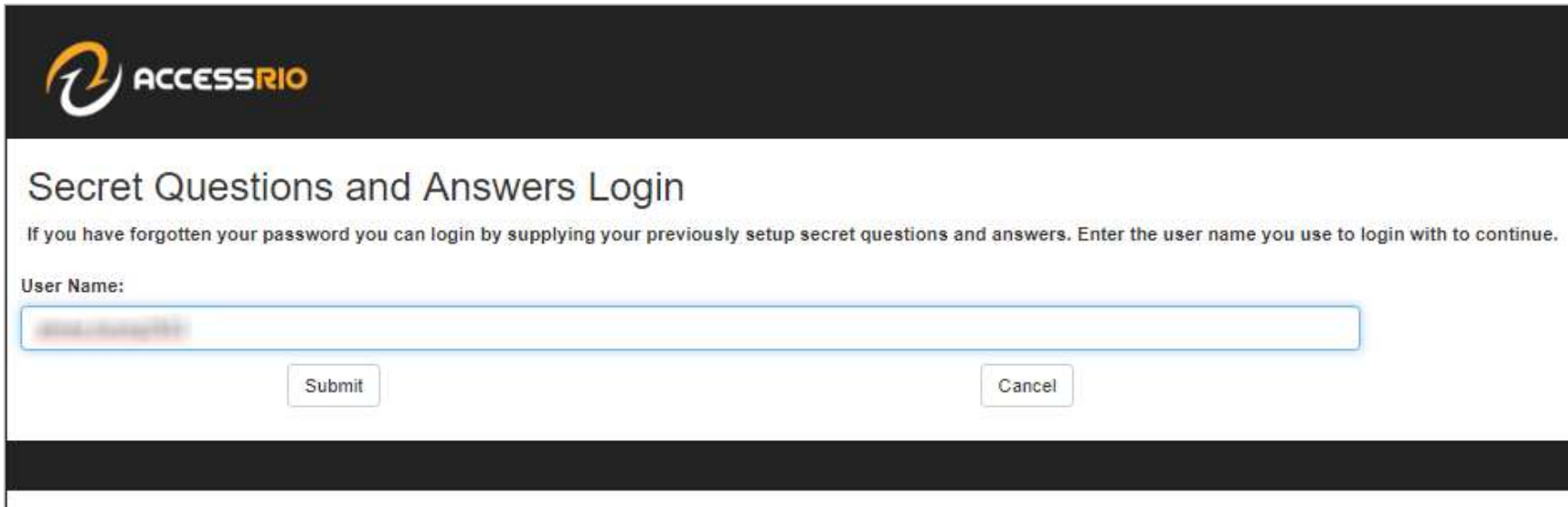



## AccessRio Change Password Instructions

Click on the **Forgot Password** link on the **AccessRio** login page. The screen below will appear. Enter the user ID of the account you wish to change and click **Submit**.




 ACCESSRIO

### Secret Questions and Answers Login

If you have forgotten your password you can login by supplying your previously setup secret questions and answers. Enter the user name you use to login with to continue.

User Name:

You will be prompted with the security questions you set up for your account. Please enter your answers to the security questions and click on **Submit Answers**.



## Answer Your Secret Questions

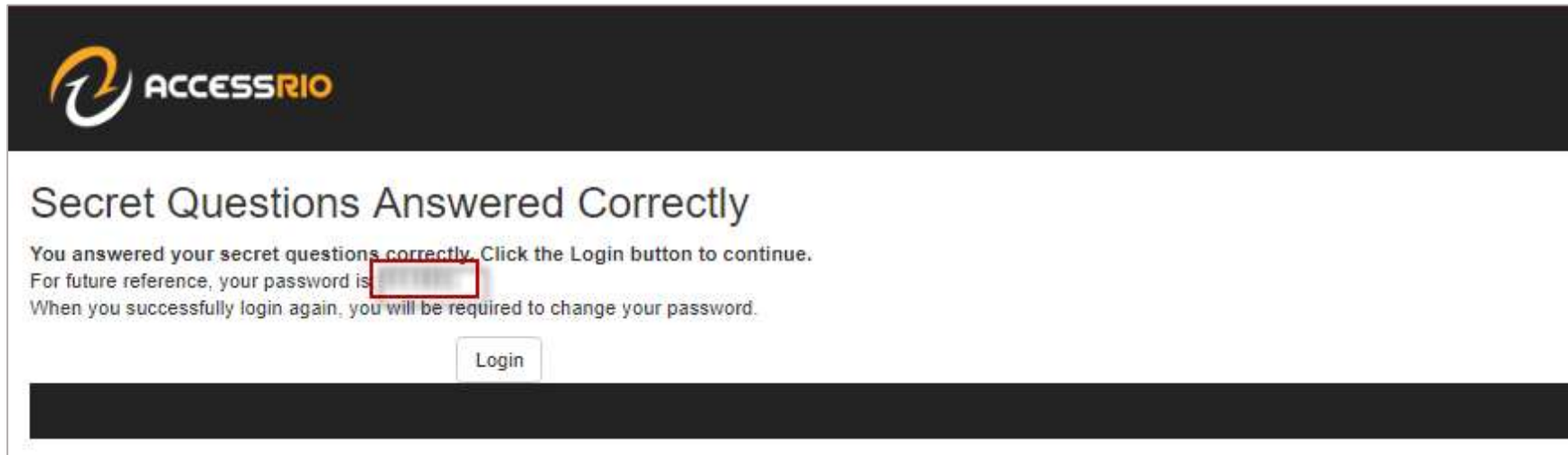
Please answer the questions below in the same way as when you set up your secret questions and answers.  
Keep the following in mind when answering the questions:

- You must supply correct answers for at least 3 of the questions.
- The answers are not case sensitive (answers that differ only in upper and lower case characters are considered valid).
- Whitespace in answers is not significant (a different number of space characters may be supplied than at setup time).

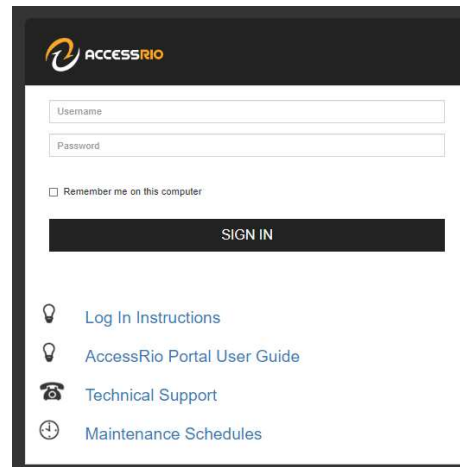
Questions	Answers
What is the first and last name of your first boyfriend or girlfriend?	<input type="text"/>
Who is your favorite actor, musician, or artist?	<input type="text"/>
What is your mother's maiden name?	<input type="text"/>
What was the make of your first car?	<input type="text"/>
What is your favorite color?	<input type="text"/>

If you answered the questions correctly, the screen below will appear. You will see your current password where the red box is located. Click on the **Login** button, and you will be taken to the standard login screen. **Use the displayed password to login.**

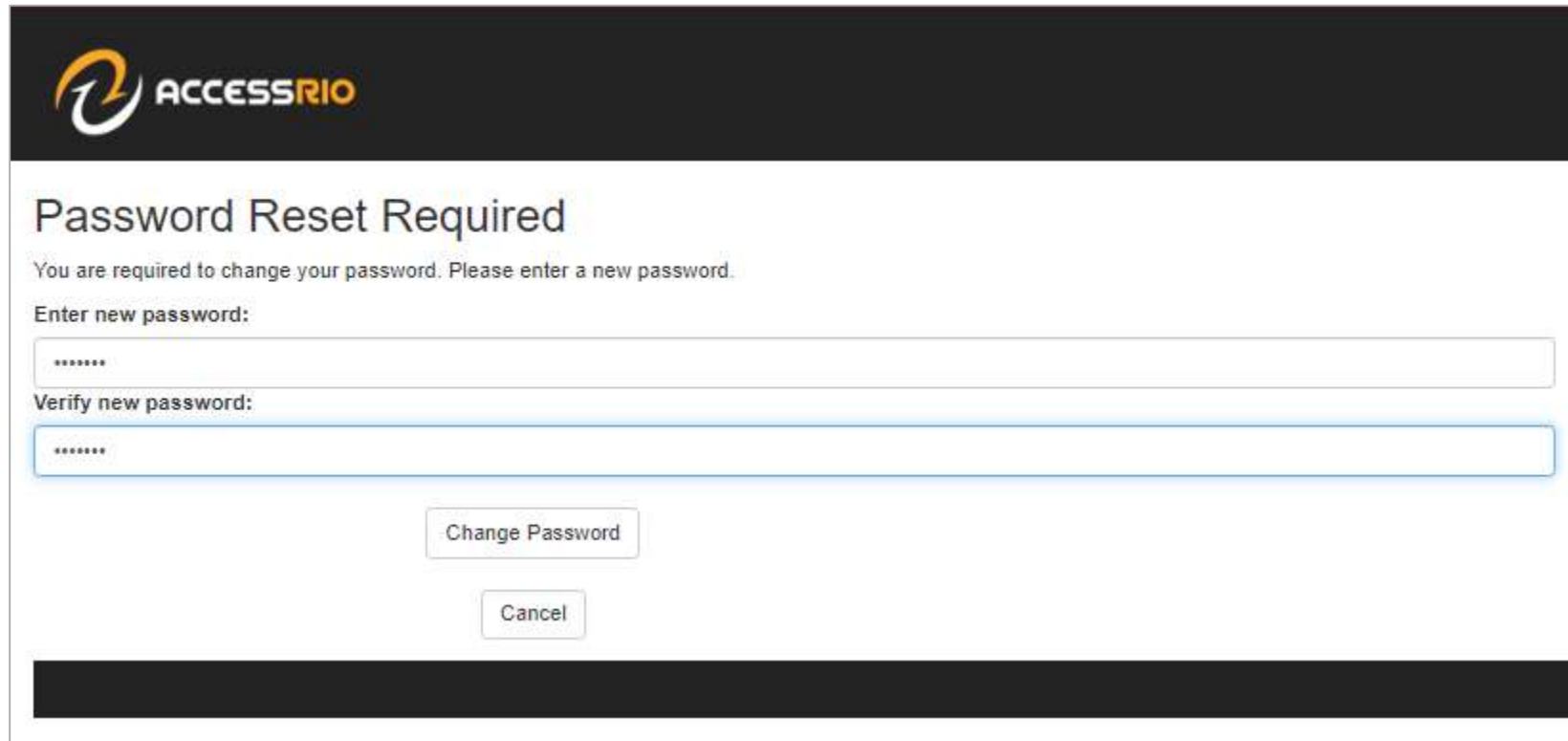
**NOTE: You will need to change your password the first time you login after completing this procedure.**



From the standard **AccessRio** login dialog box, use the password displayed above to login.

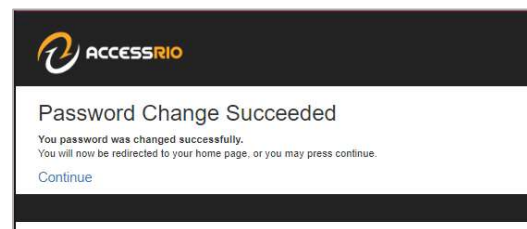


You will immediately be asked to change your password to something different. You must enter the same text twice. When you are done, click **Change Password** to continue.



The screenshot shows the AccessRio login interface. At the top left is the AccessRio logo. The main heading is "Password Reset Required". Below this, a message states: "You are required to change your password. Please enter a new password." There are two input fields: "Enter new password:" and "Verify new password:". Both fields contain six asterisks. Below the input fields are two buttons: "Change Password" and "Cancel".

You will be shown that the change was successful, and when you click **Continue**, you will be logged into **AccessRio**. Please remember your new password.



The screenshot shows a confirmation message from AccessRio. At the top left is the AccessRio logo. The main heading is "Password Change Succeeded". Below this, a message states: "Your password was changed successfully. You will now be redirected to your home page, or you may press continue." There is a single button labeled "Continue".