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.

![Secret Questions and Answers Login](image_url)
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.
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. We you are done, click Change Password to continue.

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.