

## HOW TO RESET YOUR PASSWORD

### WILD APRICOT TRAINING DOCUMENT 1.2.1

In case you forgot your password, here's what to do:

Go to website: [whitbybrooklinprobust.wildapricot.org](http://whitbybrooklinprobust.wildapricot.org)

Click on yellow login iconshaped like a person at top right of screen.

Select FORGOT PASSWORD?

System takes you to a Reset Password screen.

Enter your EMAIL ADDRESS to receive a reset password link via email.

Click on link in email and key in a NEW PASSWORD.

NOTE: Password must have 12 characters, have no spaces, have both upper case and lower case letters, have at least one number, and have a special symbol like \$ or # or %.

**WRITE DOWN YOUR PASSWORD SO YOU DON'T FORGET IT**

NOTE: Do not click on REMEMBER ME near login icon. This increases your computer security risk level.