

HOW TO RESET YOUR PASSWORD

STEP 1:

Login: Use the following existing user login link:

<https://mesacc-sa.terradotta.com/index.cfm?FuseAction=Security.Login>

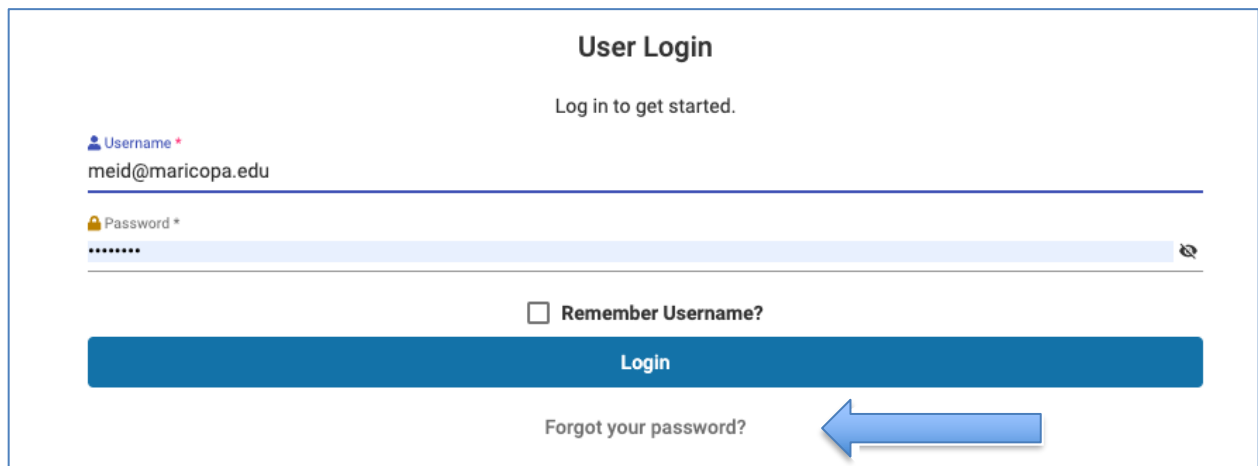


STEP 2:

Username: Enter your email address, **NOT** your MEID (unless you are using your MEID email address as your username (e.g. ME1123456@maricopa.edu)).

STEP 3:

Click on the **"Forgot your password?"** link.
Enter your email address.

A screenshot of the "User Login" form. The form has a title "User Login" and a subtitle "Log in to get started." Below the subtitle are two input fields: "Username *" with the value "meid@maricopa.edu" and "Password *". Below the password field is a checkbox labeled "Remember Username?". A blue "Login" button is positioned below the checkbox. At the bottom of the form is a link labeled "Forgot your password?". A blue arrow points from the right towards the "Forgot your password?" link.

You will receive a new temporary password in your email.

Log back in with your email username and copy & paste the new temporary password.
You will be prompted to create a new password for future use.