

HOW-TO: RESET MY PASSWORD

FOR:

Public Users

DESCRIPTION: Process for how users reset their password. The reset password process is required for new users to access their account.

PREREQUISITES:

- The User must have a FACT SSO account.
- The User must have permission to the system being accessed.

PROCESS:

- 1. Navigate to an SSO enabled FACT system:
 - FACT Accreditation Portal
 - FACT Annual Compliance
- 2. Select Forgot your Password?

Enter your credent	ials below to access your FACT account.
Email Address *	
Email	
Password *	2 Forgot your password?
Password	
Keep me signe	d in

- 3. The *Forgot password* window displays. Enter your email address.
- 4. Select Submit.

You will receive an email notification from FACT (<u>fact@factglobal.org</u>).

🔀 Forgot password				
Forgot your password? Type in your email address in the form below to reset your password.				
3 Émail)			
4 Submit				
Return to login				



5.	Select the link in the email to reset your password.	FACT Password Reset Request If you requested this password/change, please select the following link to reset your password: https://auth.factglobal.org/password/change/YKU/fr990LpUSsZrI4R2jzb.WQN1QftdRSNpTVkorxo?client.id=f8c5ee14-25ca. drbp-93a-55e594221006&tenantid=81b6fecd=a6c0-0c69-13e0- acbaB3ad753d&kocde.challenge=kK0W/TS5BakTelTirdsFXG-Gna3AZXFRgQVNh4_AbHA&code_challenge_method=5256&met 20Chrome&metaData.device.type=8ROW5ER&redirect.uris%2Fsamlv2%2Fcallback%2F81b6fecd=a6c0-0c69-58e0- acbaB3d753d&response_type=code&state=eyIhY3MiOiJodHRwczovL2Rvb31tYW4ubmF22XhnbG9YWwuY29t11NoaWilb2xld ZDEnrer If the link does not work, copy and paste the URL into your browser. If you did not make this request, please contact us at <u>fact@factglobal.org</u> or 402 920.7001. Thank you,
6.	Enter a password; ensure it meets the minimum password requirements.	X Update Password
7.	Confirm your password in the field provided.	Password Complexity Requirements: Must be between 12 and 256 characters in length Must contain both upper and lower case characters Must contain at least one non-alphanumeric character Must contain at least one number Must not match the previous 5 passwords
8.	To remain logged in across other FACT systems, select <i>Keep me</i> <i>signed in</i> .	Password Confirm password
9.	Select Submit .	Z Keep me signed in Submit

10. After completing the password reset process, you will be redirected to the original system being accessed.