

How to reset your password

1. Go to the lost password screen

You can start to reset your password here:

<https://www.associationofchairs.org.uk/lostpassword/>

or by clicking on “Log In” on the top right hand corner of the home page and then clicking on “Lost password”, which is highlighted in the screenshot below:

Log In

Username or E-mail

Password

Remember Me

Log In

Lost Password

2. Enter your email address or username in the highlighted space:

Lost Password

Please enter your username or email address. You will receive a link to create a new password via email.

Username or E-mail:

Get New Password

Log In

Then click the “Get New Password” button.

3. Check your email for a link

You will then be shown the following screen that informs you that an email has been sent to you.

Log In

Check your e-mail for the confirmation link.

Username or E-mail

Password


Remember Me

Log In

[Lost Password](#)

Look for an email that will have the following title: [Association of Chairs] Password Reset and will look like this:

[Association of Chairs] Password Reset Inbox x

 **Association of Chairs** <info@associationofchairs.org.uk>
to me ▾

Someone requested that the password be reset for the following account:

<https://www.associationofchairs.org.uk/>

Username: [REDACTED]

If this was a mistake, just ignore this email and nothing will happen.

To reset your password, visit the following address:

[https://www.associationofchairs.org.uk/resetpass/?key=HMuP9VVHbiXfhUZFfksa&login=\[REDACTED\]](https://www.associationofchairs.org.uk/resetpass/?key=HMuP9VVHbiXfhUZFfksa&login=[REDACTED])

If you click on the link (highlighted above) in your email you will be taken to a screen on the AoC website to reset your password. (If you don't see this email in your inbox, then please check your "junk" email folder).

4. Reset your password

When you click on the link in the email you will be taken to this screen:

Reset Password

Enter your new password below.

New password

rGDVnk13*w0N@KNO



Strong

Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ &).

Reset Password

The system suggests a randomly generated password (as shown above) but you can change this to be a password that suits you (e.g. see below):

Reset Password

Enter your new password below.

New password

somethingimightremember|



Strong

Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ &).

Reset Password

If you then click on the “Reset Password Button” your password will be reset and you will then be taken to a screen that confirms this.

Log In

Your password has been reset.

Username or E-mail

|

Password

Remember Me

Log In

[Lost Password](#)

5. Log in with your new password

You can now use your username and new password to log in.

Log In

Your password has been reset.

Username or E-mail

example

Password

.....|

Remember Me

Log In

[Lost Password](#)

If you continue to have problems resetting your password, please contact us at info@associationofchairs.org.uk