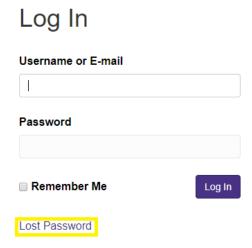
How to reset your password

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:



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

Please enter your username or email address. You will receive a link to create a new password via email. Username or E-mail:

Lost 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 collink.	nfirmation
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:

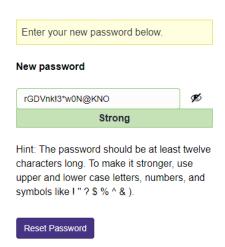


If you click on the link (highlighted above) in your email you will be taken to a screen on the AoC website to reset your password. (If you don't see this email in your inbox, then please check your "junk" email folder).

4. Reset your password

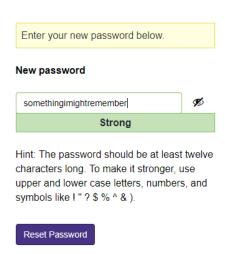
When you click on the link in the email you will be taken to this screen:

Reset Password



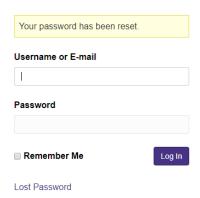
The system suggests a randomly generated password (as shown above) but you can change this to be a password that suits you (e.g. see below):

Reset Password



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



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 re	eset.
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