

## 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 (NAVEXOne®)
- 2. Select Forgot your Password?

🗙 Login				
Enter your credential	s below to access your FACT account.			
Email				
Password *	2 Forgot your password?			
Password				
Keep me signed i	in			
	Login			

- 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://authfactglobal.org/password/change/YKV/fr990LpUSsZrI4R2jzb_WQN1QftdR5NpTVforwo7client.id=f8c5ee14-25ca.         https://authfactglobal.org/password/change/YKV/fr990LpUSsZrI4R2jzb_WQN1QftdR5NpTVforwo7client.id=f8c5ee14-25ca.         https://authfactglobal.org/password/change/YKV/fr990LpUSsZrI4R2jzb_WQN1QftdR5NpTVforwo7client.id=f8c5ee14-25ca.         https://authfactglobal.org/password/change/YKV/fr990LpUSsZrI4R2jzb_WQN1QftdR5NpTVforwo7client.id=f8c5ee14-25ca.         https://authfactglobal.org/password/change/YKV/fr990LpUSsZrI4R2jzb_WQN1QftdR5NpTVforwo7client.id=f8c5ee14-25ca.         https://authfactglobal.org/password/change/YKV/fr990LpUSsZrI4R2jzb_WQN1QftdR5NpTVforwo7client.id=f8c5ee14-25ca.         20Chrome&metaData.device.type=8ROWSER&redirect.url=%2Fsamlv2%2fcallback%2F81b6fecd-a6c0-0c69-f8e0-         acba8j2d753d8respores_type=code&state=eylhY3MiOJudHRwczou/2Rvb3jtYW4ubmF2ZthnbG9YWwuY29tL1NoaWJib2dd         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.	<ul> <li>Password Complexity Requirements:</li> <li>Must be between 12 and 256 characters in length</li> <li>Must contain both upper and lower case characters</li> <li>Must contain at least one non-alphanumeric character</li> <li>Must contain at least one number</li> <li>Must not match the previous 5 passwords</li> </ul>
8.	To remain logged in across other FACT systems, select <i>Keep me</i> <i>signed in</i> .	Password Confirm password
9.	Select <b>Submit</b> .	Keep me signed in           Submit

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