

## Resetting Your Password

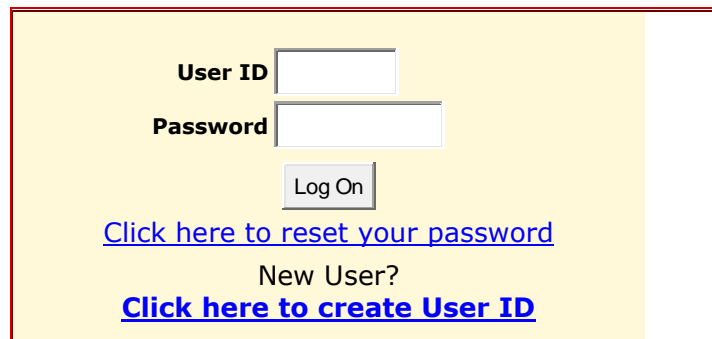
If you don't know your password, you will need to reset it using the instructions below.

### Step 1

To reset your password, go to our website [GRANT APPLICATION](#) .

Enter your User ID in the “user id” field then click the “[Click here to reset your password](#)” link under the login box. **Do not click reset password more than once.**

#### Sample Image Copy



The image shows a sample login form with a yellow background. It contains the following elements:

- A text label "User ID" followed by a white input field.
- A text label "Password" followed by a white input field.
- A button labeled "Log On".
- A blue hyperlink: [Click here to reset your password](#)
- The text "New User?"
- A blue hyperlink: [Click here to create User ID](#)

**An email containing your temporary password will be sent to the email address listed in your grant application.**

### Step 2

To log in, enter your user id in the “**user id**” field

Copy and paste the temporary password into the “**password**” field. **See copy and paste instructions below.**

Click “**Log On**”.

**You will be required to change your password once you log in.**

In the “**Old Password**” field, you will enter the temporary password you were emailed.

In the “**New Password**” field, you will create your new password.

In the “**Confirm New Password**” field, you will type your new password again.

Click “**Save**” at the bottom of the page.

### **Instructions on how to copy and paste your temporary password**

You will need to highlight the temporary password first.

To highlight the temp password, hold the left side of your mouse down and drag the cursor over the entire "**temporary password**".

To copy the highlighted temp password, hold the "**ctrl**" key then press the letter "**C**" key.

To paste the temp password, hold the "**ctrl**" key and press the letter "**V**" key..