

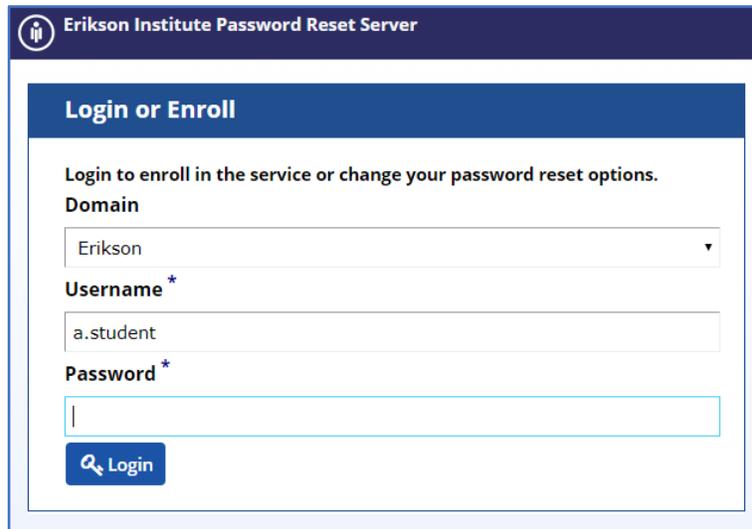
**You must register and rotate your Erikson password immediately.
Please go to <https://recovery.erikson.edu> and follow the instructions below**

To login:

The Domain is **Erikson**

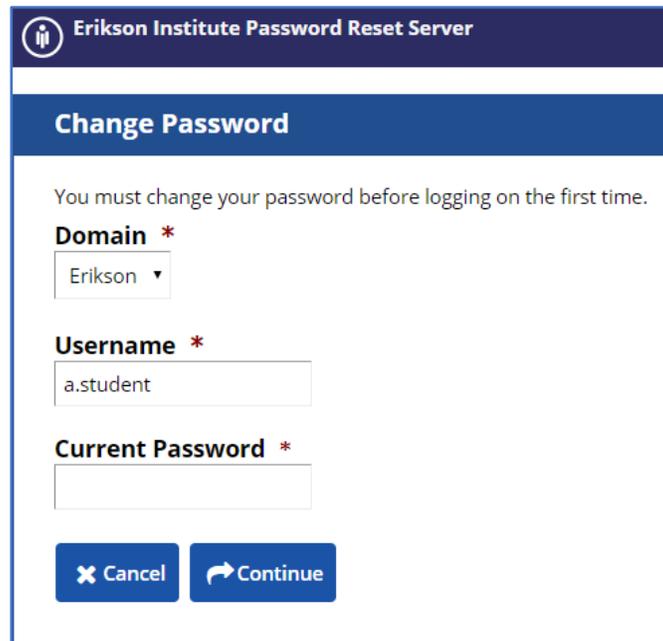
Enter your **username**. If your email is a.student@erikson.edu your username is a.student

Enter the **password** provided in your Erikson welcome email and click **Login**



The screenshot shows the 'Erikson Institute Password Reset Server' interface. The main heading is 'Login or Enroll'. Below this, there is a sub-heading: 'Login to enroll in the service or change your password reset options.' The form contains three input fields: 'Domain' (a dropdown menu with 'Erikson' selected), 'Username *' (a text box containing 'a.student'), and 'Password *' (an empty text box). At the bottom left of the form is a blue button with a magnifying glass icon and the text 'Login'.

You will now change your password to something of your choosing. First, re-enter the **password provided in your welcome email**, and click **Continue**:

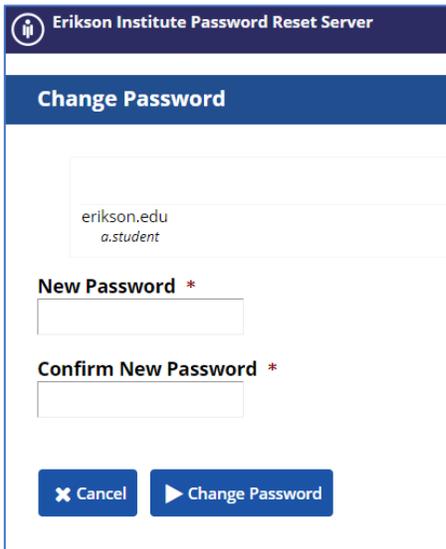


The screenshot shows the 'Erikson Institute Password Reset Server' interface for the 'Change Password' step. The main heading is 'Change Password'. Below this, there is a sub-heading: 'You must change your password before logging on the first time.' The form contains three input fields: 'Domain *' (a dropdown menu with 'Erikson' selected), 'Username *' (a text box containing 'a.student'), and 'Current Password *' (an empty text box). At the bottom of the form are two buttons: a blue button with a red 'X' icon and the text 'Cancel', and a blue button with a white arrow icon and the text 'Continue'.

Next, enter a new password. The requirements for your password are as follows:

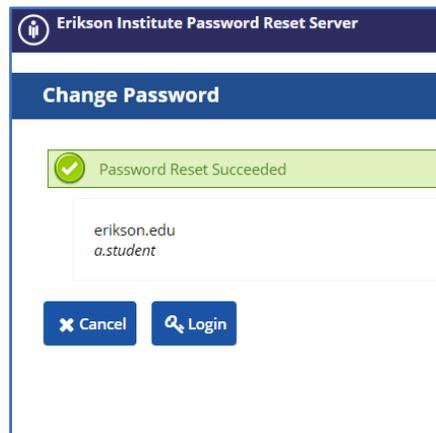
- Your password must have a minimum of a 8 characters.
- You may not use a previous password.
- Your password must not contain parts of your first, last, or logon name.
- Your password must be changed every 180 days.
- Your password requires a minimum of two of the following three categories:
 - 1 upper case character (A-Z)
 - 1 lower case character (a-z)
 - 1 numeric character (0-9)
- You may not reuse any of your last 6 passwords

Click **Change Password**:



The screenshot shows the 'Erikson Institute Password Reset Server' interface. At the top, there is a header with the Erikson Institute logo and the text 'Erikson Institute Password Reset Server'. Below this is a blue bar with the text 'Change Password'. The main content area contains a text input field with the placeholder text 'erikson.edu' and 'a.student'. Below the input field are two required fields: 'New Password *' and 'Confirm New Password *', each with an empty text input box. At the bottom of the form are two buttons: 'Cancel' with a close icon and 'Change Password' with a play icon.

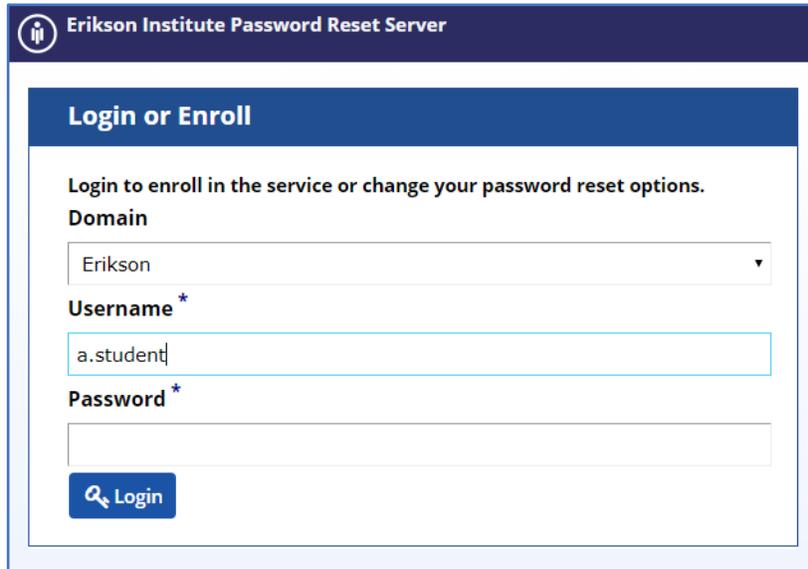
Now that you have changed your password, you will enroll in account recovery. This allows you to recover a forgotten password or access your account if you have been locked out. At the following screen, click **Login**:



The screenshot shows the same 'Erikson Institute Password Reset Server' interface. The header and 'Change Password' bar are present. A green success message box with a checkmark icon and the text 'Password Reset Succeeded' is displayed. Below the message is the same text input field with 'erikson.edu' and 'a.student'. At the bottom are two buttons: 'Cancel' with a close icon and 'Login' with a magnifying glass icon.

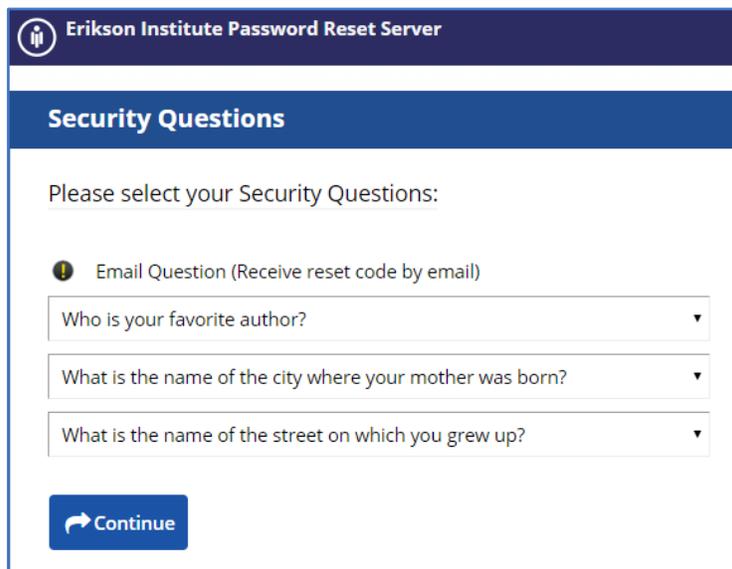
1. Enter **Erikson** as the Domain, your user ID, and the new password you just set, then click **Login**.

The Username is the part before @erikson.edu in your email address.



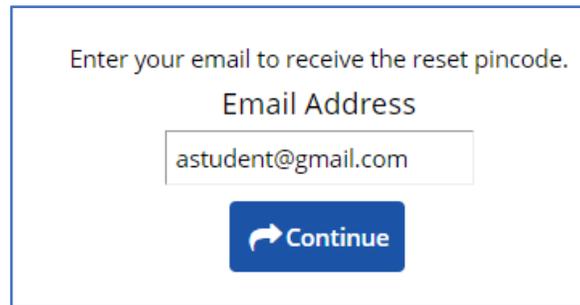
The screenshot shows the 'Erikson Institute Password Reset Server' interface. At the top, there is a dark blue header with the Erikson Institute logo and the text 'Erikson Institute Password Reset Server'. Below the header is a section titled 'Login or Enroll' in a dark blue bar. Underneath, the text reads 'Login to enroll in the service or change your password reset options.' The form contains three input fields: 'Domain' with a dropdown menu showing 'Erikson', 'Username*' with the text 'a.student', and 'Password*' which is currently empty. A blue 'Login' button with a magnifying glass icon is positioned below the password field.

2. Choose 3 security questions to be used for account recovery and click **Continue**.



The screenshot shows the 'Erikson Institute Password Reset Server' interface for the 'Security Questions' step. The header is dark blue with the Erikson Institute logo and the text 'Erikson Institute Password Reset Server'. Below the header is a section titled 'Security Questions' in a dark blue bar. The text reads 'Please select your Security Questions:'. There is a warning icon and the text 'Email Question (Receive reset code by email)'. Below this are three dropdown menus with the following questions: 'Who is your favorite author?', 'What is the name of the city where your mother was born?', and 'What is the name of the street on which you grew up?'. A blue 'Continue' button with a right-pointing arrow icon is located at the bottom of the form.

3. On the following screen, enter your personal email address to be used for account recovery. (Not your *@Erikson.edu email address). Click **Continue**.

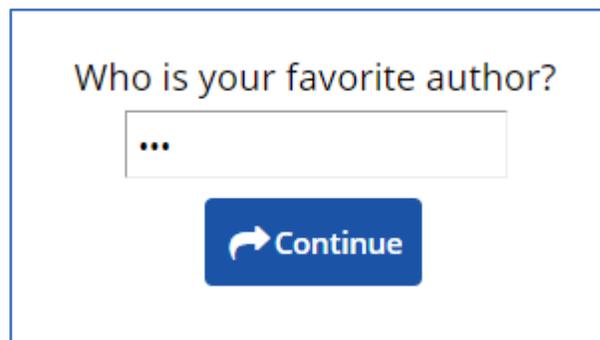


Enter your email to receive the reset pincode.

Email Address



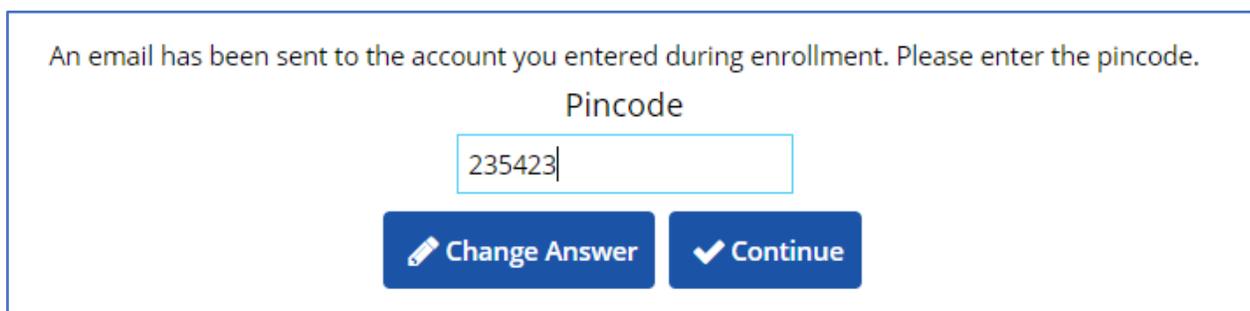
4. Next you will provide answers to the 3 security questions you just selected. Answer each question and click **Continue**.



Who is your favorite author?



5. Now the recovery system will email you a pin code to the personal email address you provided. Enter the pin code into the following screen and click **Continue**



An email has been sent to the account you entered during enrollment. Please enter the pincode.

Pincode

Registration with our password reset service is now complete!

If you are ever locked out of your account or forget your password, you now can go to <https://recovery.erikson.edu> to unlock your account or change a forgotten password.

You can now close the recovery.erikson.edu website.