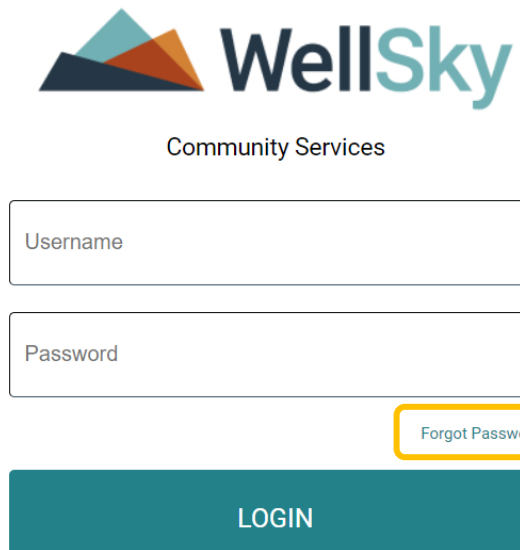


PASSWORD RESET

How to reset your password.

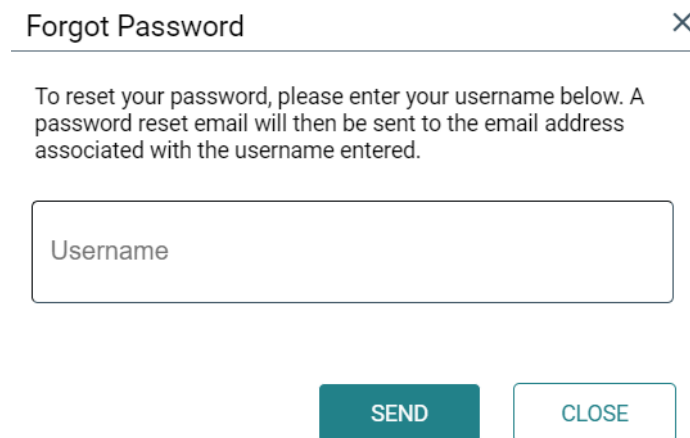
The system allows three attempts to login. Then you will have to reset your password for access to HMIS.

LOGIN SCREEN



The login screen features the WellSky logo at the top, followed by the text "Community Services". Below this are two input fields: "Username" and "Password". To the right of the "Password" field is a "Forgot Password" link highlighted with a yellow border. At the bottom of the form is a teal "LOGIN" button.

Click the Forgot Password button



The "Forgot Password" dialog box has a title bar with "Forgot Password" and a close button (X). The main text reads: "To reset your password, please enter your username below. A password reset email will then be sent to the email address associated with the username entered." Below the text is a "Username" input field. At the bottom are two buttons: "SEND" (teal) and "CLOSE" (white with teal border).

Enter your user name

Click Send

The username is tied to your email that was submitted when you completed trainings.

An email will be sent from WellSky with a link to rest your password. (Link is valid for 15 minutes)

****Check your junk/spam folder****