

Retrieving Your Password

If you have forgotten your password, you can have it reset and the new password sent to you via e-mail.

To reset your password, click the **Forgot password** link on the right-hand side of the home page



The image shows a 'WebGraphs Login' form. It has a blue header with the WebGraphs logo and the text 'WebGraphs Login'. Below the header are two input fields: 'Username*' and 'Password*'. There is a blue 'Log In' button. Below the 'Log In' button is a red-bordered box containing the text 'Forgot password' followed by a vertical bar and the word 'Help'. At the bottom of the form is a button with a green checkmark icon and the text 'Register your Interest'.

This will open the **Forgot Your Password?** page as shown below:

Forgot Your Password?

Please enter your e-mail address below and your password will be reset and the new login details sent to your e-mail address. Please allow 5-10 minutes for the email to arrive.

Email Address*

Submit

Enter the e-mail address that was used in your WebGraphs user setup and click the **Submit** button. A new, secure password will be generated and sent to you within 5-10 minutes.

Once you receive your system generated password, it can be changed once you have logged in to WebGraphs. Your password can be changed in the **Settings** menu item.