Step 1: Open the link sent to you

Click the link you received to start the password setup process.



Step 2: Enter your email address

Type in your email address and continue.

Step 3: Choose password reset setup

When prompted for a password, select the option to set up or reset your password.



Step 4: Check your email for the code

A verification code will be sent to your email address.

Step 5: Enter the code and sign in

Enter the code you received, then sign in to your account.



Step 6: Contact the office if needed

If you do not receive the code, reach out to the office for help before the application opens.

See the full video: https://share.zight.com/01a18818-de5a-7bf5-8c7f-29b12387a038?sa=step_by_step_guide