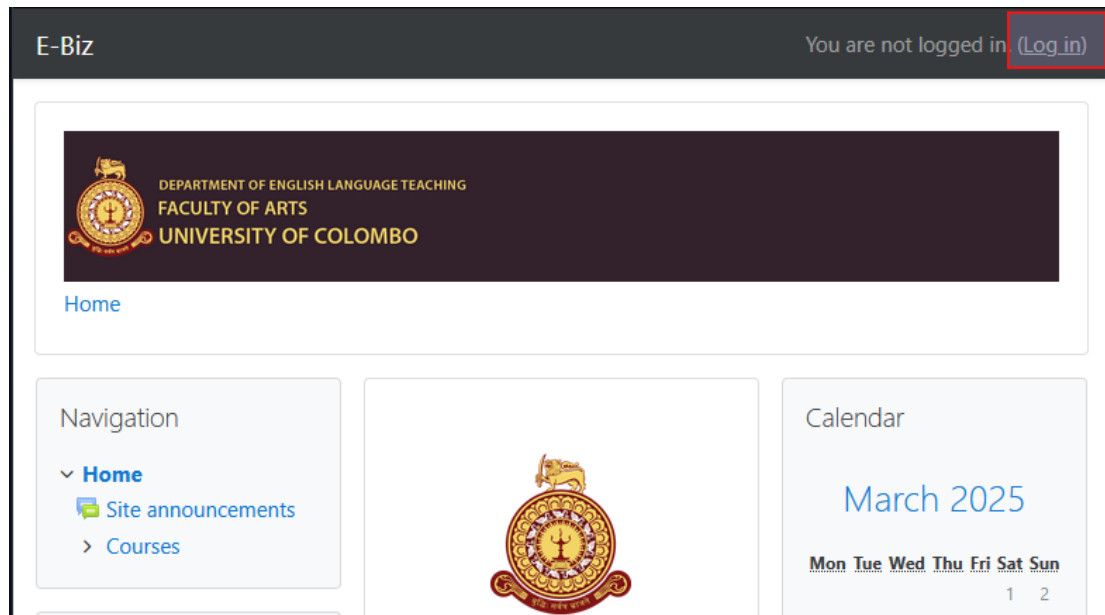


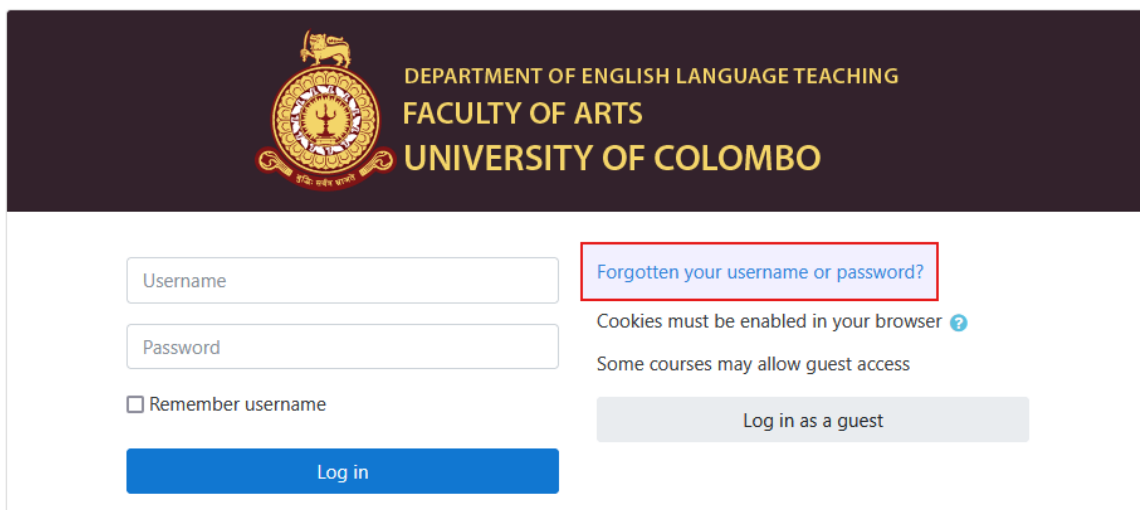
1. Go to the LMS Login Page

Open your web browser and navigate to the LMS login page.



2. Click on '[Forgotten your username or password?](#)'

Find and click the link that says "[Forgotten your username or password?](#)" below (or to the side of) the login fields.



3. Enter Your Registered Username/ Email Address

On the next screen, you will be prompted to enter your LMS account's username/ email address. Type it in the provided field.

E-Biz You are currently using guest access

English For Business Environment

[Home](#) / [Log in](#) / [Forgotten password](#)

To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

Search by username

Username

Search by email address

Email address

4. Submit the Request

Click the "Search" button to proceed.

E-Biz You are currently using guest access

English For Business Environment

[Home](#) / [Log in](#) / [Forgotten password](#)

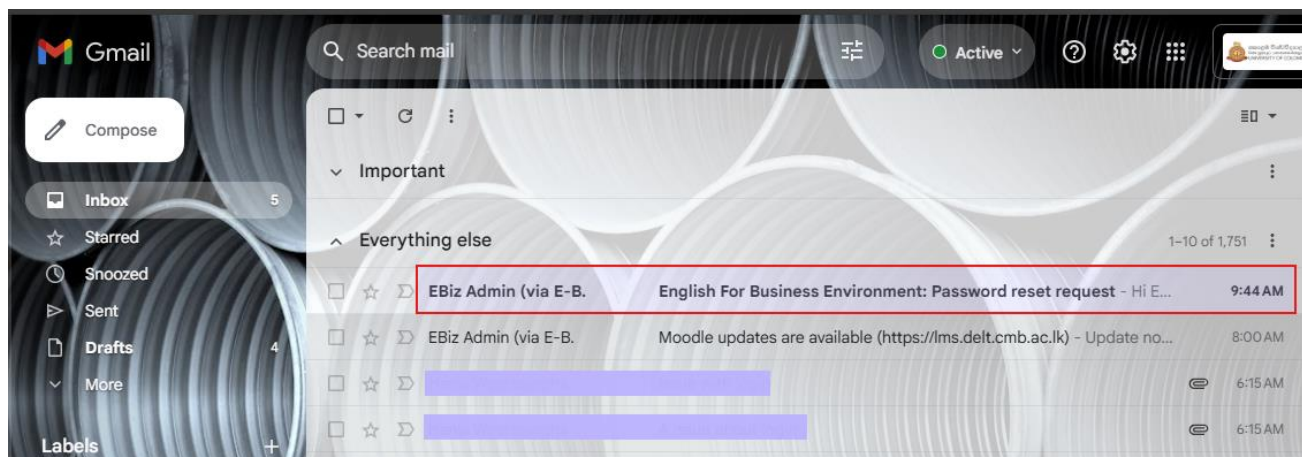
If you supplied a correct username or email address then an email should have been sent to you.

It contains easy instructions to confirm and complete this password change. If you continue to have difficulty, please contact the site administrator.

How to Reset Your Forgotten Username or Password

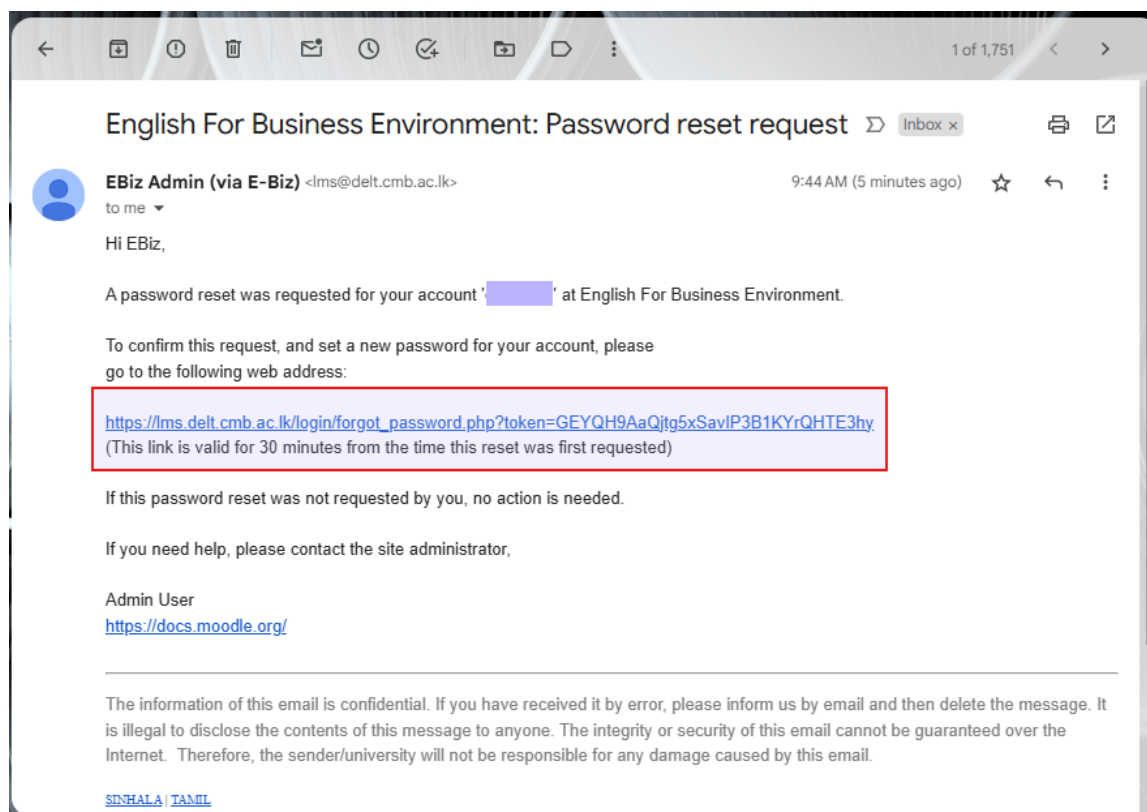
5. Check Your Email for a Reset Link

Go to your email inbox (or check **Spam folder** if it is not in the inbox) and look for an email from the LMS. This email will contain a link to reset your username or password.



6. Click on the Reset Link

Open the email and click on the provided link. This will direct you to a page where you can reset your username or password. You will also find your username included in this email.



7. Follow the Instructions on the Reset Page

On the reset page, follow the instructions to create a new username or password. Make sure to choose a strong password that you can remember.

E-Biz You are not logged in.

English For Business Environment

[Home](#) / [Log in](#) / [Forgotten password](#)

Please enter your new password below, then save changes.

Set password

Username

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #

New password

New password (again)

There are required fields in this form marked .

8. Log In with Your New Credentials

Return to the LMS login page and enter your new username or password to log in.

NOTE:

If you encounter any issues during this process, please inform your coordinator and contact the LMS support team for further assistance.