

Step-by-Step Password Reset Process

1. Initiate the Request

- Go to the login page of the portal or application you are trying to access.
- Click the "**Forgot Password?**", "**Trouble signing in?**", or "**Reset Password**" link.

2. Verify Identity

- Enter your registered **User ID** or **Email Address**.
- Complete any required **CAPTCHA** or **Security Check** to verify you are not a robot.

3. Check Your Email / Mobile

- The system will send a **verification link** or **One-Time Password (OTP)** to your registered email address or mobile number.
- Click the link provided in the email (Note: These links usually expire within 10-15 minutes for security reasons).

4. Create a New Password

- Click the link to proceed to the **Reset Password** page.
- Enter your new password and confirm it by typing it a second time.
- *Security Tip:* Ensure your password contains a mix of uppercase letters, lowercase letters, numbers, and symbols (typically at least 8 characters long).

5. Save and Login

- Click "**Submit**" or "**Save**" to finalize the change.
- Navigate back to the login screen and log in using your new credentials.

[Note] This is a test PDF