



# Scholarship Application Management System

Email, Password, and Security Questions Reset

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## Introduction

The purpose of this User Guide is to outline the different ways to properly reset one’s Email Address, Password, and Security Questions.

## Reset from the Login Screen

From the Login Screen, the application has an option to reset a user’s Email and Password through the **Forgot Email or Password?** hyperlink. **Note:** *Before making any changes, returning Applicants should first try to utilize their YOUiversal email and password.*

### Email Reset

If a User is having trouble remembering their email address, they can utilize the **Forgot Email or Password?** hyperlink on the Login Page.

Welcome!  
New Applicants/Users

Register Search for Scholarships

Returning Users

Email Address

Password

Login

[Forgot Email or Password?](#)

[Contact Support](#)

The User will be redirected to a new screen where they will click **Forgot E-mail**.

Forgot E-mail

Forgot Password

Contact Support

From here, the User will be required to enter in their **Social Security Number** and **Date of Birth** to retrieve the associated email address. Click **Retrieve Email Address**.

Forgot Email

Please enter your SSN and Date of Birth to retrieve your email address

Social Security Number

333-44-5555

Date of Birth

12/10/2005

Retrieve Email Address

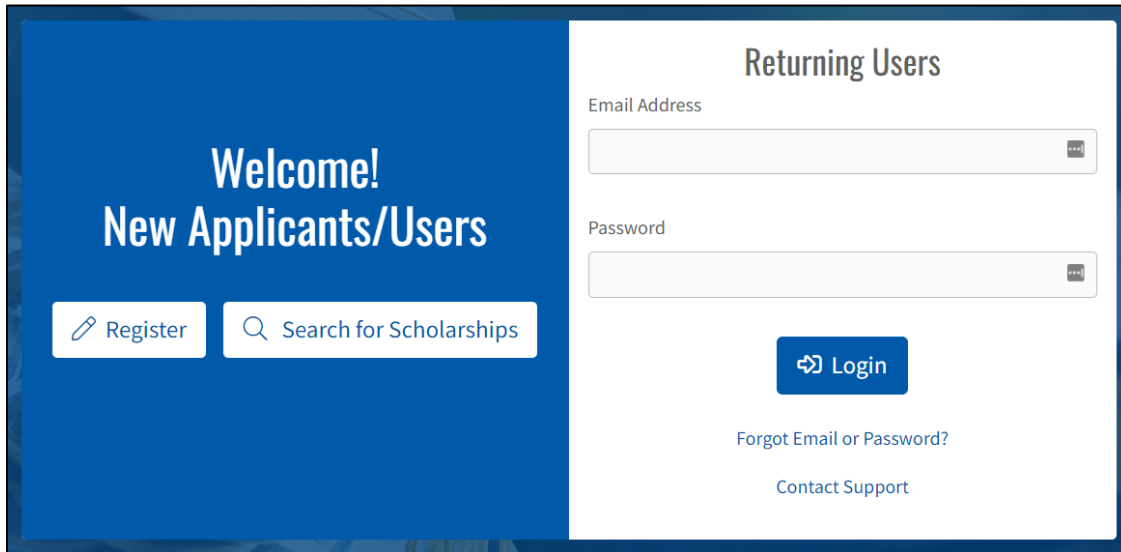
An email was sent to the following email address(es) associated with the specified Social Security Number and Date of Birth.

Once the proper information has been entered, a success message will appear stating that an email has been sent to the email address associated with the specified **Social Security Number** and **Date of Birth**.

The User will receive an email outlining the appropriate actions/next steps.

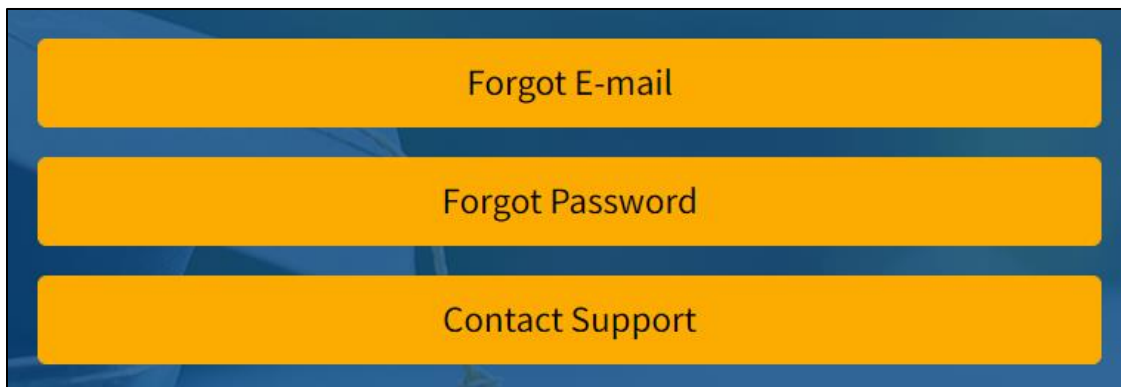
## Password Reset

If the user is having trouble remembering their Password, they can utilize the **Forgot Email or Password?** hyperlink on the Login Page. **Note:** *Before making any changes, returning Applicants should first try to utilize their previous YOUiversal password.*



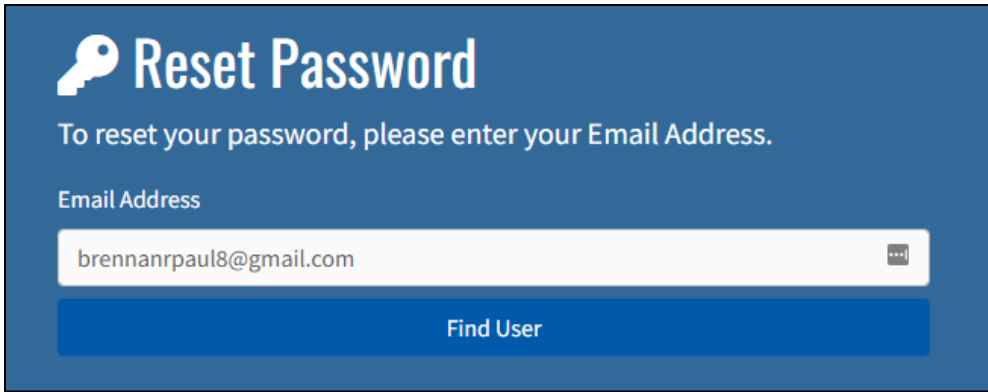
The screenshot displays a login interface. On the left, a blue banner reads "Welcome! New Applicants/Users" and contains two buttons: "Register" with a pencil icon and "Search for Scholarships" with a magnifying glass icon. On the right, the "Returning Users" section includes an "Email Address" input field, a "Password" input field, a blue "Login" button with a right-pointing arrow, and two links: "Forgot Email or Password?" and "Contact Support".

The User will be redirected to a new screen where they will select **Forgot Password**.



The screenshot shows a screen with three prominent yellow buttons stacked vertically. The top button is labeled "Forgot E-mail", the middle button is labeled "Forgot Password", and the bottom button is labeled "Contact Support".

From here, the User will enter in their **Email Address** to continue the password reset process. Click **Find User**.



**Reset Password**

To reset your password, please enter your Email Address.

Email Address

brennanrpaul8@gmail.com

Find User

The User will be prompted to enter an answer to one of their Security Questions. Once the proper information has been entered, click **Send Password Reset Email**.



**Reset Password**

To reset your password, please enter your Email Address.

Email Address

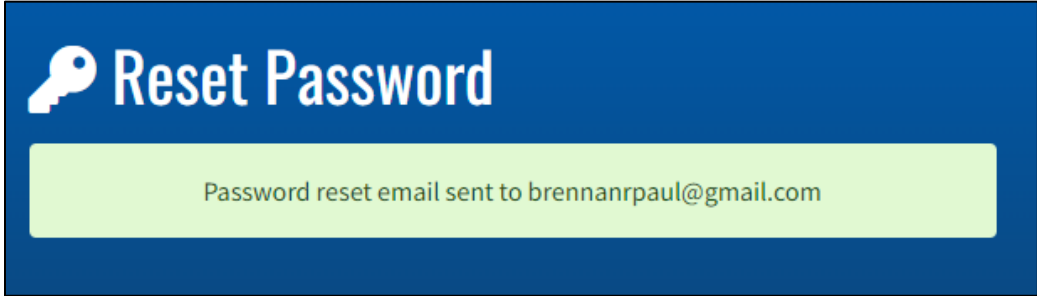
brennanrpaul@gmail.com

In what city does your nearest sibling live?

Little Rock

Send Password Reset Email

A success message will appear stating that a password reset email has been sent.



**Reset Password**

Password reset email sent to brennanrpaul@gmail.com

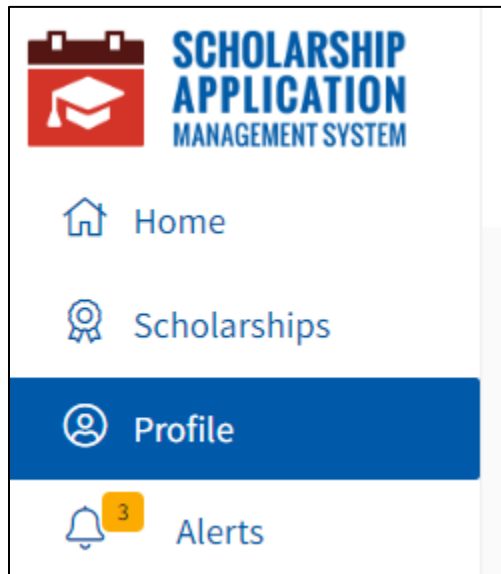
The User will then reference their email for further action.

# Reset from the Profile Tab

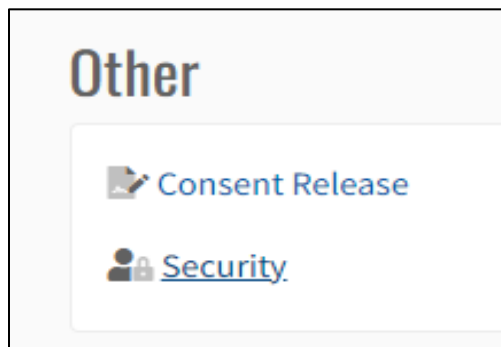
Once a User is logged in, there is an option to reset both **Email** and **Password** through the **Profile Tab** on the left-hand menu.

## Email Reset

For this scenario, the user must be logged in. The User will first navigate to the **Profile Tab** on the left-hand menu.



The User will scroll down to the bottom of the page and click the **Security** hyperlink.



From here, the user will click the **Change Username / Email Address** button.

## Account Login / Password

Username / Email Address

**brennanrpaul@gmail.com**

[Change Username / Email Address](#)

A pop-up screen will generate. The User will enter and confirm their new **Email Address** and click **Ok**.

### Request Change of Account Email Address

**i** A confirmation email will be sent to the new address to complete the process.

Please enter the new email address for your account.

New Email Address

brennanrpaul100@gmail.com

Confirm Email Address

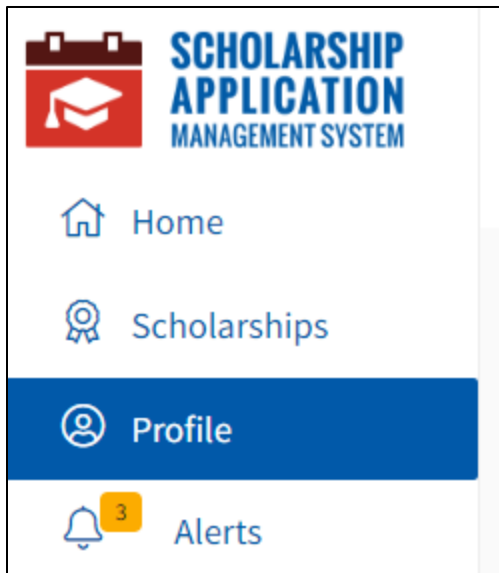
brennanrpaul100@gmail.com

[Close](#) [Ok](#)

User will receive a success message and a confirmation email will be sent to the new email.

## Password Reset

For this scenario, the user must be logged in. The User will first navigate to the **Profile Tab** on the left-hand menu.



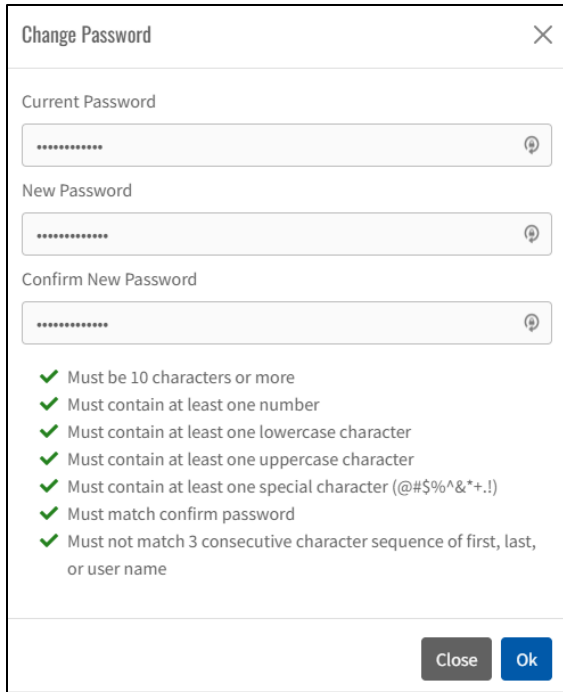
The User will scroll down to the bottom of the page and click the **Security** hyperlink.



From here, the user can see their password expiration date. The user will click the **Change Password** button.



A pop-up screen will generate. The User will enter in the **Current Password**, **New Password**, and **Confirm New Password** before clicking **Ok**.



A dialog box titled "Change Password" with a close button (X) in the top right corner. It contains three password input fields: "Current Password", "New Password", and "Confirm New Password". Below the fields is a list of password requirements, each preceded by a green checkmark:

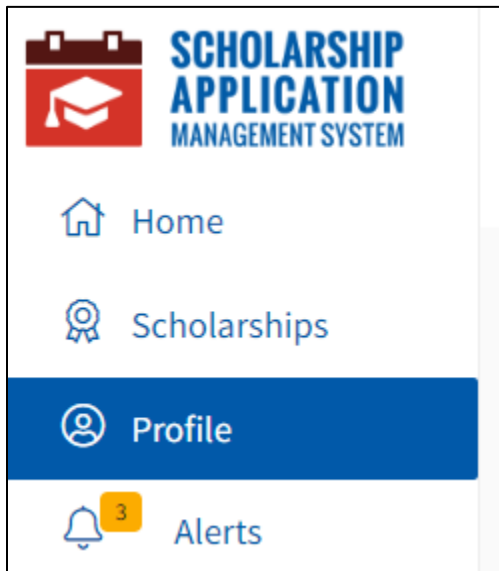
- ✓ Must be 10 characters or more
- ✓ Must contain at least one number
- ✓ Must contain at least one lowercase character
- ✓ Must contain at least one uppercase character
- ✓ Must contain at least one special character (@#%&^&\*.!)
- ✓ Must match confirm password
- ✓ Must not match 3 consecutive character sequence of first, last, or user name

At the bottom right, there are two buttons: "Close" (grey) and "Ok" (blue).

User will receive a success message that their password has been reset.

## Reset Security Questions

The application allows users to reset security questions. For this scenario, the user must be logged in and navigate to the **Profile Tab** on the left-hand menu.

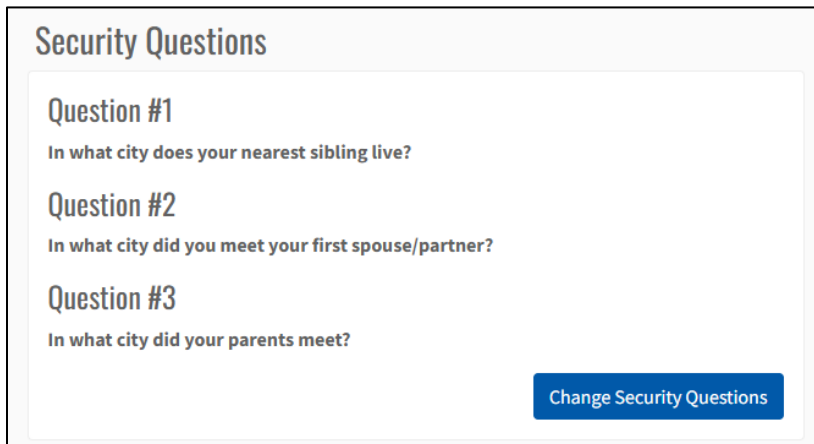


The User will scroll down to the bottom of the page and click the **Security** hyperlink.

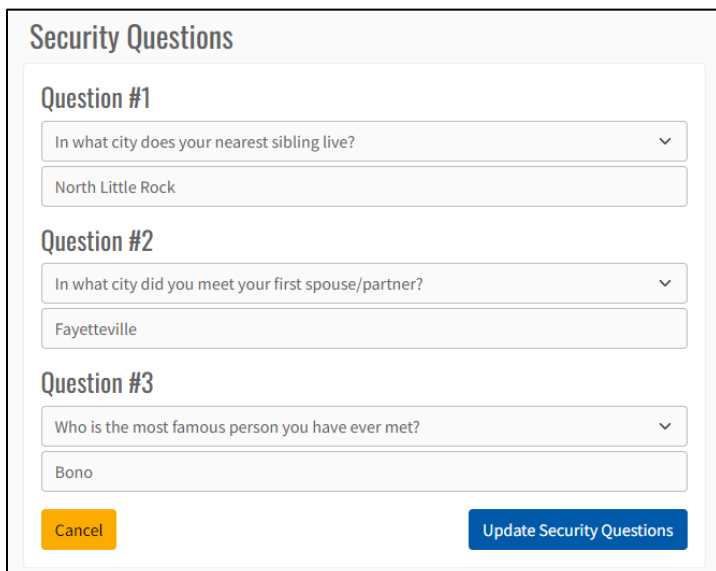




From here, the user will click the **Change Security Questions** button.



**Note:** For security purposes, the application does not populate the Security Answers all at once. While Changing the Security Questions, the User must enter all answers for all questions again.



Once finalized, the user will click **Update Security Questions**.

User will receive a success message that their Security Questions have been updated.