

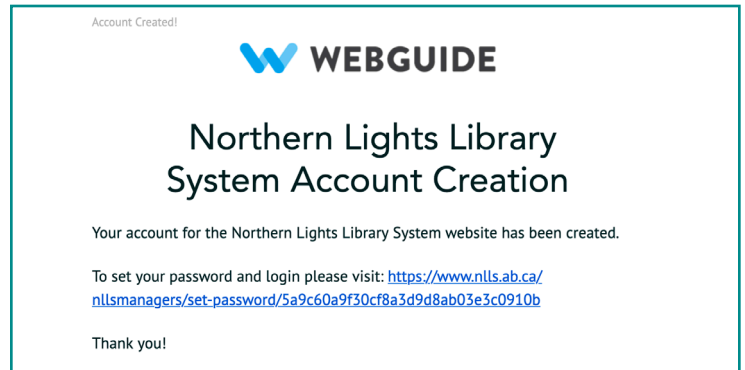
How to Set & Reset Password for NLLS Website Vault.

Welcome Email

You have been added to the vault and have received a welcome email.

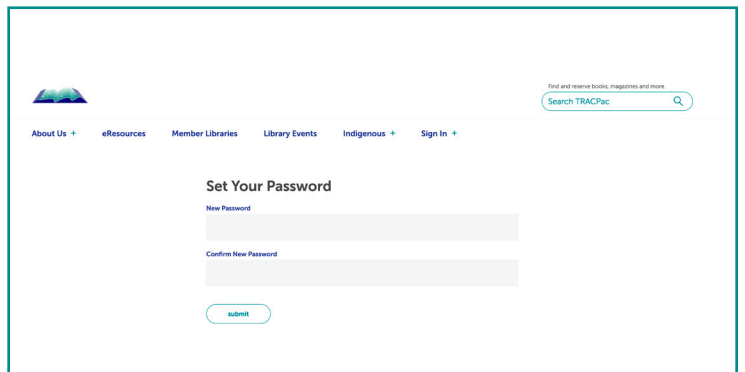
Click on the provided link in the email to set up your password.

Only you will have access to the password; if you forget the password you must complete the reset password option.

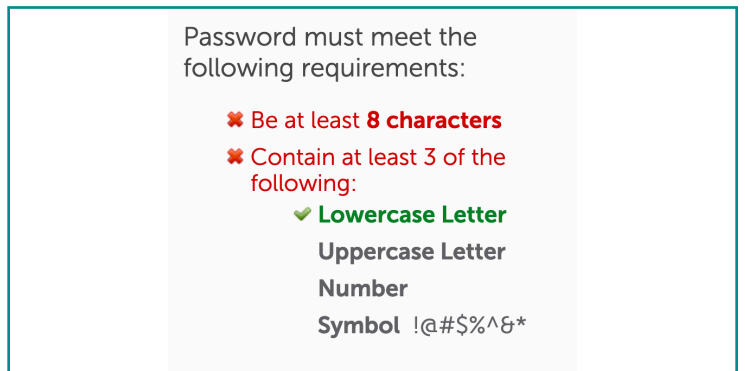


Set Your Password

You must enter a password with the necessary requirements and confirm password by re-entering password.



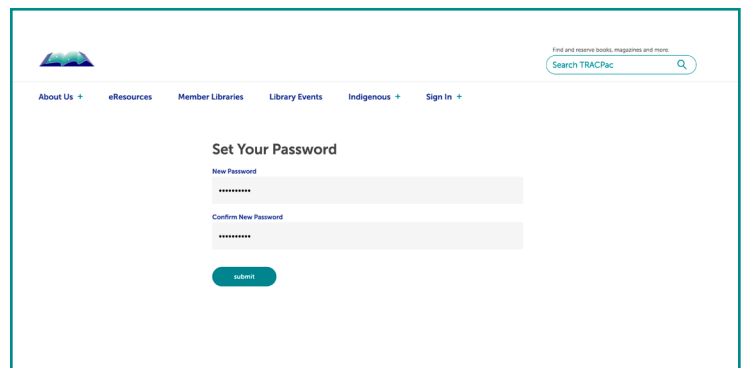
Password Requirements



Confirm Password

Once you have created a password and confirmed password, click **SUBMIT**.

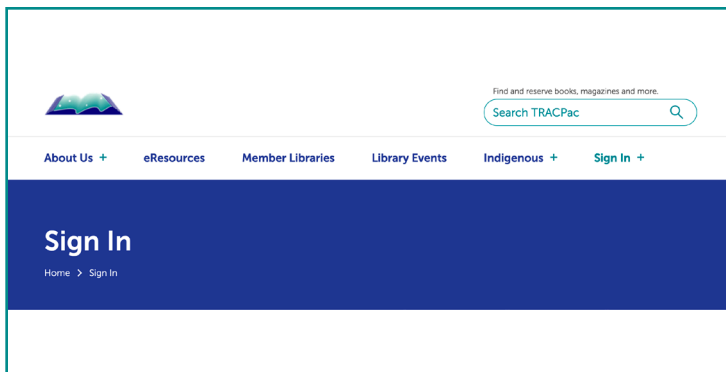
You will now have access to the vault.



Reset Your Password

Go to the Sign In page of the website:

<https://www.nlls.ab.ca/sign-in>

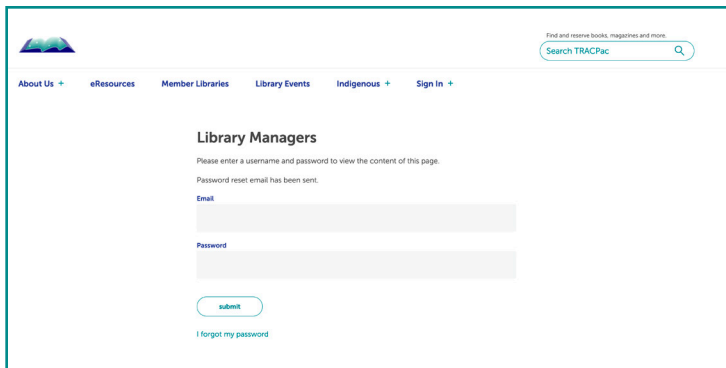


The screenshot shows the top navigation bar of the Northern Lights Library System website. It includes a search bar with the text "Search TRACPac" and a magnifying glass icon. Below the search bar is a horizontal menu with links: "About Us +", "eResources", "Member Libraries", "Library Events", "Indigenous +", and "Sign In +". The "Sign In" link is highlighted in a dark blue box. Below the navigation bar, the text "Sign In" is displayed in a large font, with "Home > Sign In" in a smaller font below it.

I Forgot My Password

Select the vault you have access to.

Click **I FORGOT MY PASSWORD**

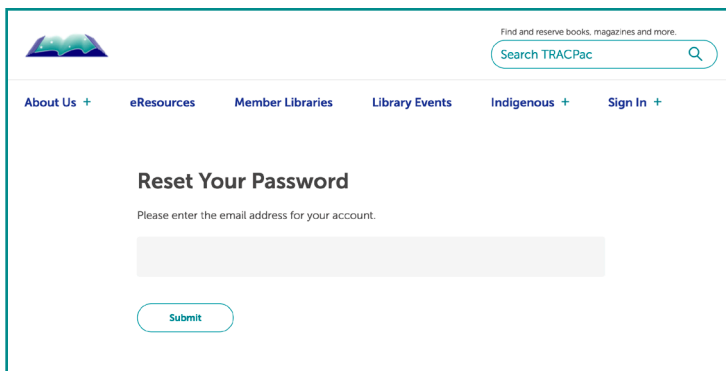


The screenshot shows the "Library Managers" password reset form. At the top, there is a search bar and a navigation menu. The main heading is "Library Managers". Below the heading, there is a message: "Please enter a username and password to view the content of this page. Password reset email has been sent." There are two input fields: "Email" and "Password". Below the "Password" field is a "submit" button and a link that says "I forgot my password".

Email Required

Enter the email that is used for vault access.

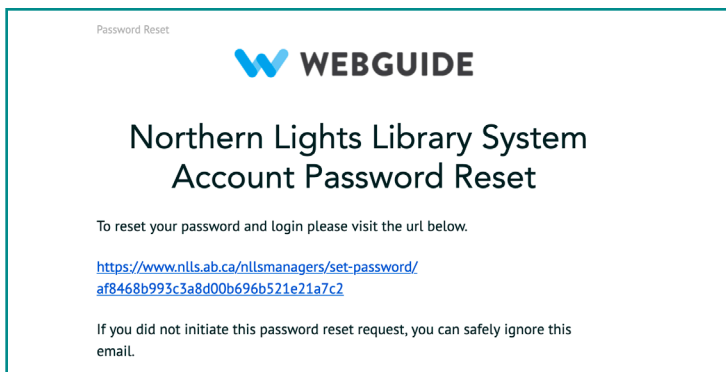
Click **SUBMIT**.



The screenshot shows the "Reset Your Password" form. At the top, there is a search bar and a navigation menu. The main heading is "Reset Your Password". Below the heading, there is a message: "Please enter the email address for your account." There is one input field for the email address. Below the input field is a "Submit" button.

Email

Click on the provided link in the email to reset up your password.



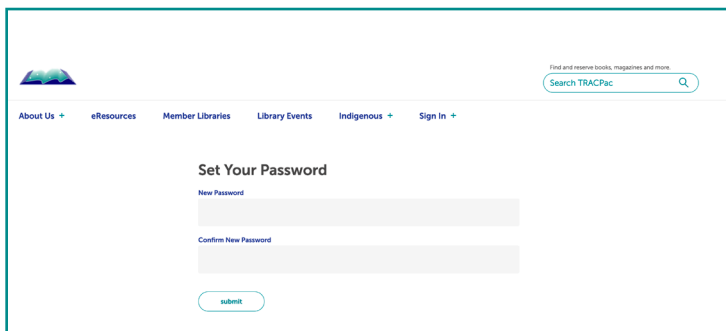
The screenshot shows an email from WebGuide. The subject is "Password Reset". The body of the email contains the following text: "To reset your password and login please visit the url below." followed by a blue hyperlink: <https://www.nlls.ab.ca/nllsmanagers/set-password/af8468b993c3a8d00b696b521e21a7c2>. At the bottom, it says: "If you did not initiate this password reset request, you can safely ignore this email."

Set Your Password

Created a password with the necessary requirements and confirmed password by re-entering the same password.

Click **SUBMIT**.

You will have access to the vault.



The screenshot shows the "Set Your Password" form. At the top, there is a search bar and a navigation menu. The main heading is "Set Your Password". Below the heading, there are two input fields: "New Password" and "Confirm New Password". Below the "Confirm New Password" field is a "submit" button.