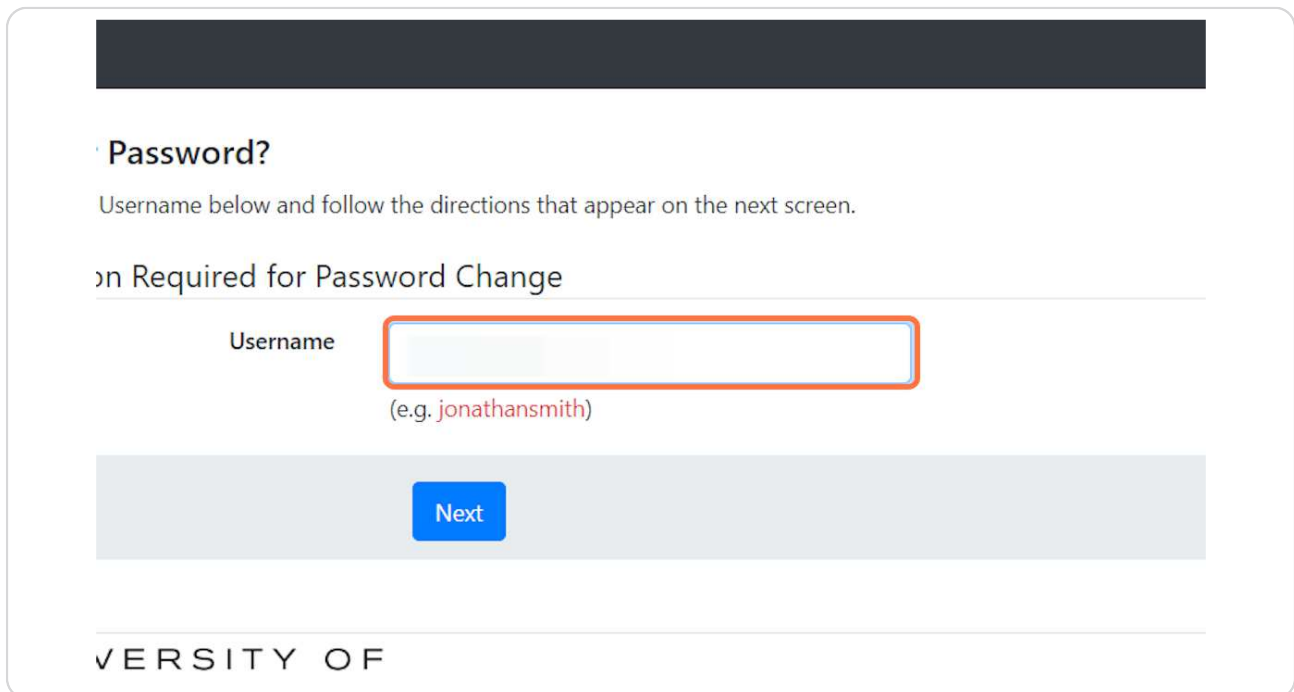


## STEP 1

Navigate to <https://myusf.stfrancis.edu/portal/public/forgotpassword>

## STEP 2

In the "Username" field, you can enter (1) your USF username, (2) your USF email address, or (3) the personal email address we have on file for you.



The screenshot shows a web form for password reset. At the top, there is a blacked-out header. Below it, the text "Password?" is displayed. Underneath, a message reads: "Username below and follow the directions that appear on the next screen." A section titled "Information Required for Password Change" contains a "Username" label and a text input field. The input field is highlighted with a red border. Below the input field, an example "(e.g. jonathansmith)" is provided. A blue "Next" button is located below the input field. At the bottom of the form, the text "UNIVERSITY OF" is partially visible.

STEP 3

Click "Next"

Username

(e.g. jonathansmith)

**Next**

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UNIVERSITY OF  
FRANCIS

STEP 4

Select your personal email address.

**FOR PASSWORD: - CHOOSE AN EMAIL ADDRESS**

Following available personal email address(es) on file for you. Please

Selection Required for Password Change

Choose an email\*  @gmail.com

**Go!**

STEP 5


Click "Go!"

**CHOOSE AN EMAIL ADDRESS**

Showing available personal email address(es) on file for you. Please select one.

**One email address is required for password change**

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Choose an email\*   @gmail.com

