VITLACCESS Quick Reference Guide



# How to Reset Your Password or Find Your Username

You may need to reset your password or be reminded of the username associated with your VITLAccess account.

### To reset your password

The Forgotten password screen is displayed to the right.

- Click on the **Reset Password** link on the login screen.
- Enter the username associated with your account.
- Click the Send email button.
- Locate the email in your inbox from noreply@vitl.net and click the link to reset your password.
- You will be required to answer the two security questions used to set up your account.
- After answering the security questions, you will be prompted to set a new password.

### To find your username

The Forgotten username screen is displayed to the right.

- Click on the **Forgot Username** link on the login screen.
- Enter the email address associated with your account.
- Click the Send email button.
- Locate the email in your inbox that includes the username associated with your account.

### Incorrect password or username entries

The warning for incorrect password or username is displayed to the right. After 3 unsuccessful attempts you will be locked out of your account.

- Incorrect password or username entries will not allow you to log in to VITLAccess.
- A notification is displayed if you enter an incorrect username or password.
- To resolve this issue, follow the steps listed above or contact VITL Support.

## Forgotten password

Please enter your username. Check your email account for information on how to reset your password.

Username:		
	Cancel	Send email

# Forgotten username

Please enter your email address. Check your email account for the username associated with your email address.

E-mail:		
	Cancel	Send email

▲ The username and password that you entered does not match our records. Please try again. If the issue persists, please contact the VITL Support Team one of the following ways: by phone at 1-877-592-4053, by email at vhiesupport@vitl.net, or by creating a MyVITL ticket.