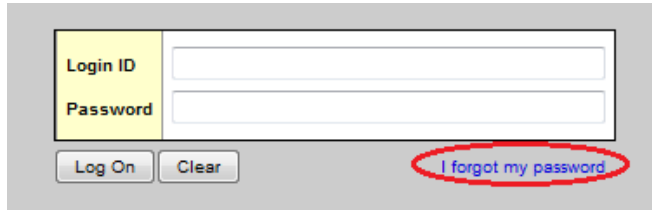


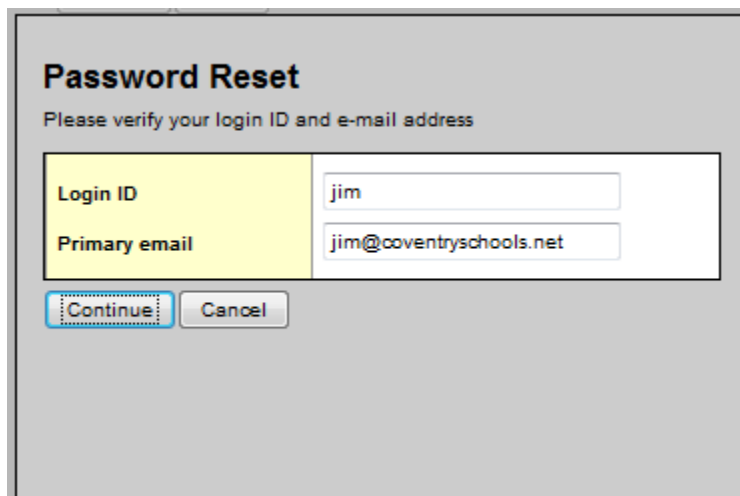
Aspen Automatic Password Reset

If you forget your password, click on the “I forgot my password” link on the login page:



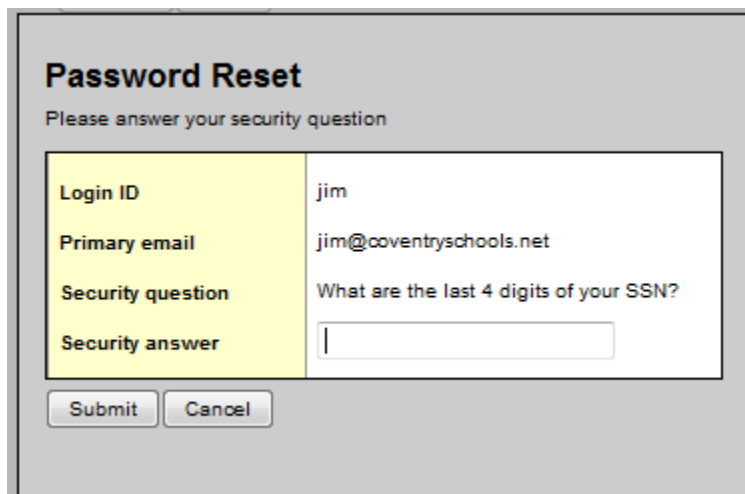
A screenshot of a login form with two input fields: "Login ID" and "Password". Below the fields are "Log On" and "Clear" buttons. A blue link "I forgot my password" is circled in red.

You will then need to enter your Login ID, and your e-mail address:



A screenshot of a "Password Reset" page. The title is "Password Reset" and the instruction is "Please verify your login ID and e-mail address". The form has two input fields: "Login ID" with the value "jim" and "Primary email" with the value "jim@coventryschools.net". There are "Continue" and "Cancel" buttons at the bottom.

Next, you will need to answer the security question that you set up, remembering that the answer you provided is case sensitive:



A screenshot of a "Password Reset" page. The title is "Password Reset" and the instruction is "Please answer your security question". The form has three input fields: "Login ID" with the value "jim", "Primary email" with the value "jim@coventryschools.net", and "Security question" with the value "What are the last 4 digits of your SSN?". There is an empty "Security answer" input field. There are "Submit" and "Cancel" buttons at the bottom.

You will receive an e-mail with a new, temporary password. You will be required to change this password the first time you log in.