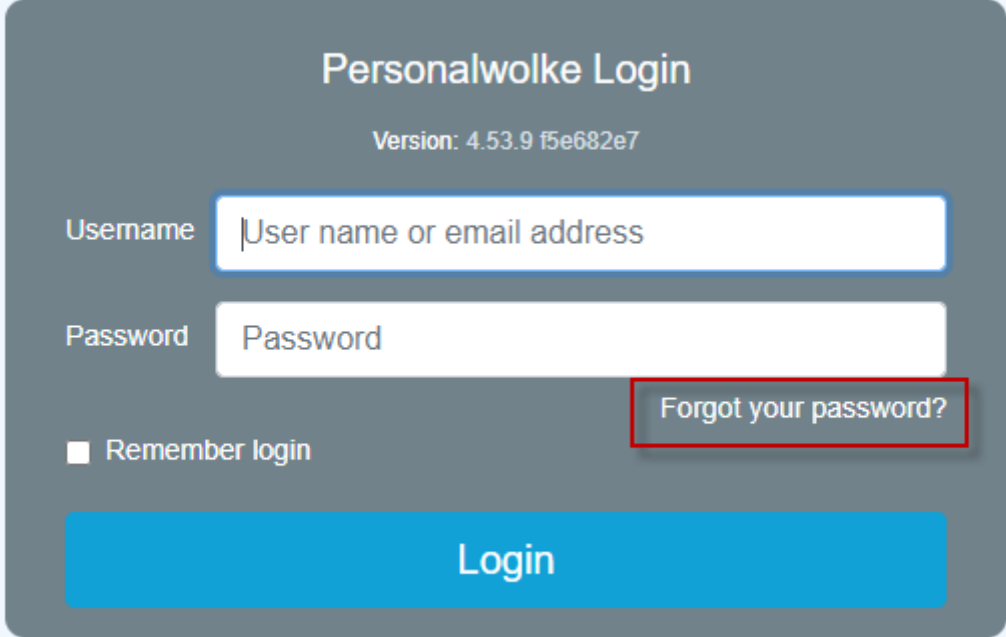


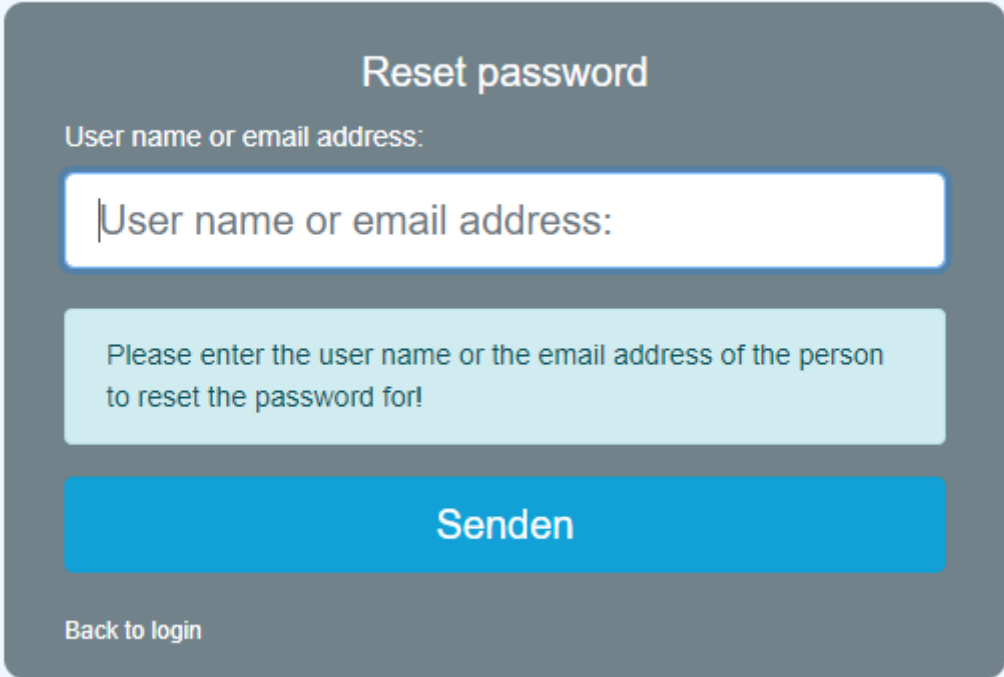
Forgot password

Staff members who have forgotten their password can replace it with a new one themselves. The prerequisite for this is that a valid and unique mail address is stored in the system.

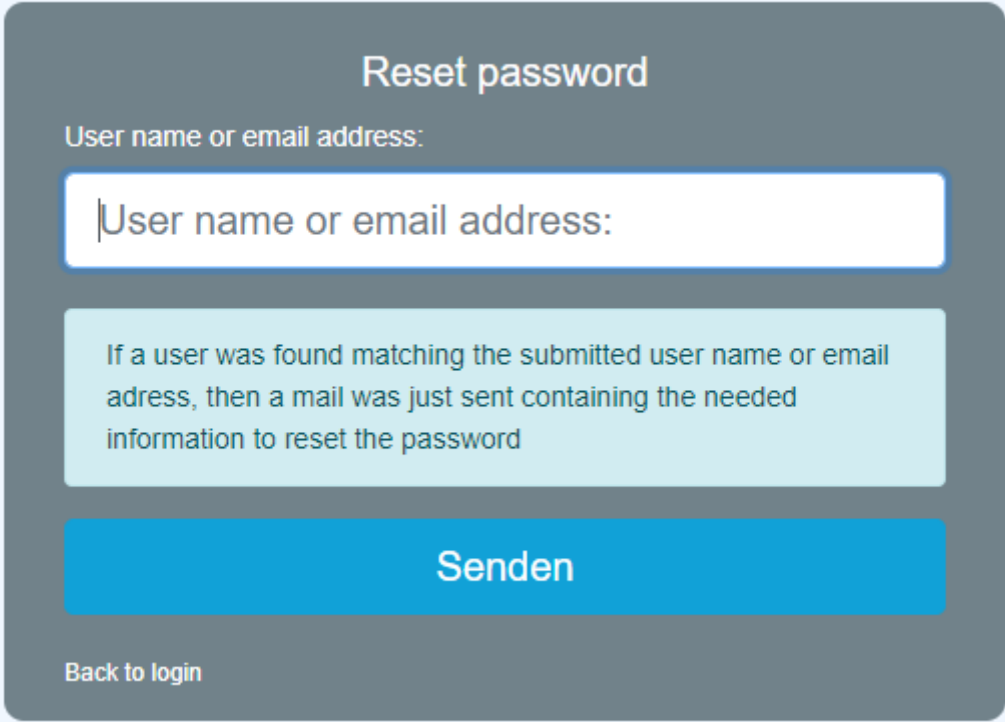
- As soon as the login screen appears, click on the button "Forgot your password?".



- In the next screen, enter your e-mail address stored in the system and click on "Send".



- A mail has been sent by the system, which can be found in the inbox a few minutes later. The mail address to which the message is given is not displayed for security reasons.



The image shows a 'Reset password' form. At the top, the title 'Reset password' is centered. Below it, the label 'User name or email address:' is followed by a text input field containing the same text. A light blue feedback box below the input field states: 'If a user was found matching the submitted user name or email adress, then a mail was just sent containing the needed information to reset the password'. Below this is a large blue 'Senden' button. At the bottom left, there is a link 'Back to login'.

- The recipient of the e-mail receives an automatically generated link to the page for entering a new password.
- In the password change screen, enter the new password, according to the password guidelines, two times identically and click on the "Change password" button.

Password change

Your password has been reset or has expired and has to be changed now.

Requirements to password security:

- The password shall contain minimum 1 digits.
- Minimal password length is 8 characters.
- The password shall contain minimum 1 special characters.
- Upper and lower letters are required.

New Password

New Password again

Change password

- The login was successful, and the new password is now valid.
-

Updated Password successfully!

Open application