Resetting your *FacultyEnlight* Password

How to Use Password Reset

1. On the *FacultyEnlight* login page, simply select the link “Forgot username or password?”

   ![FacultyEnlight Login Page](image)

   *Create Account*
   
   Why create an account?
   With a username and password you will be able to log in and proceed through your adoptions quickly.

   With an account you will have access to more tools and resources:
   - Access your past adoptions for quick, easy reference
   - Build and refer back to your “favorite” lists
   - Write book reviews and share them with other faculty

   Do I have to create an account? You do not have to create an account to use *FacultyEnlight*, but we encourage you to do so in order to take advantage of the features we’ve designed with faculty in mind.

   ![Username or e-mail address](image)

   ![Password](image)

   ![Forgot username or password?](image)

   ![Sign In](image)

   ![New? Create Account](image)

   ![Indicates Required Field](image)

2. Then enter either your Username or your Email Address and hit “E-mail new password.” You will see confirmation that an email has been sent, and the password reset email will automatically be emailed to the email address on your account. If you don’t receive this email, please check your spam folder.

   ![Username or e-mail address](image)

   ![E-mail new password](image)

   ![Indicates Required Field](image)

   ![Further instructions have been sent to your e-mail address](image)

   ![Create Account](image)

   ![Why create an account?](image)

   ![Username](image)
Resetting your **FacultyEnlight** Password

3. The email will contain your username. It will also contain a link in case you forgot your password. This link is only valid for 24 hours and can only be clicked once. Click this link.

4. The link will validate your email address, but you are not logged in yet and your password has not been changed. Click “Log In” to edit your password.

5. This will take you to your Account Page and will let you know that you just used a one-time link. You are now logged in, but you must still change your password.
6. You must enter your new password, then confirm this password and hit “Submit.” Passwords are case-sensitive. (It is advisable to write down your password and keep it in a safe place, in case you forget it.)

7. You will receive a notification that the changes have been saved. You can now continue to use the site normally. When you log out, use your new password to log in.

Questions?
Contact your Store Manager.