

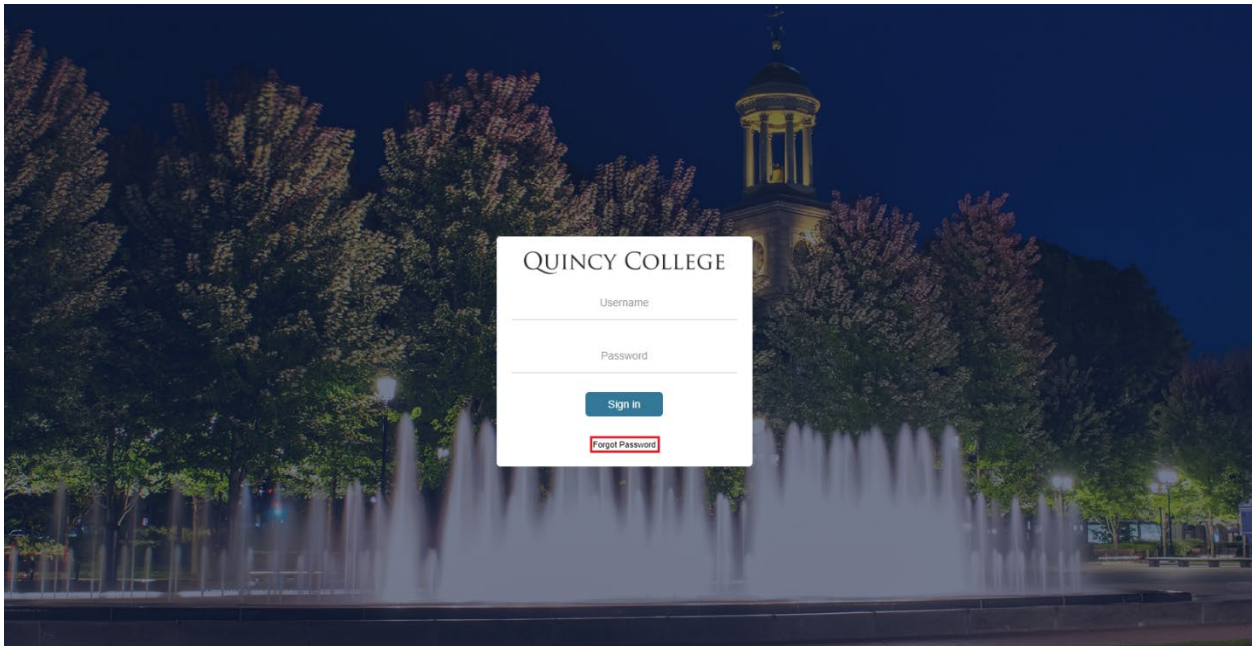
QUINCY COLLEGE

Internal Process & Standard Operational Procedure Connect Password Reset Instructions

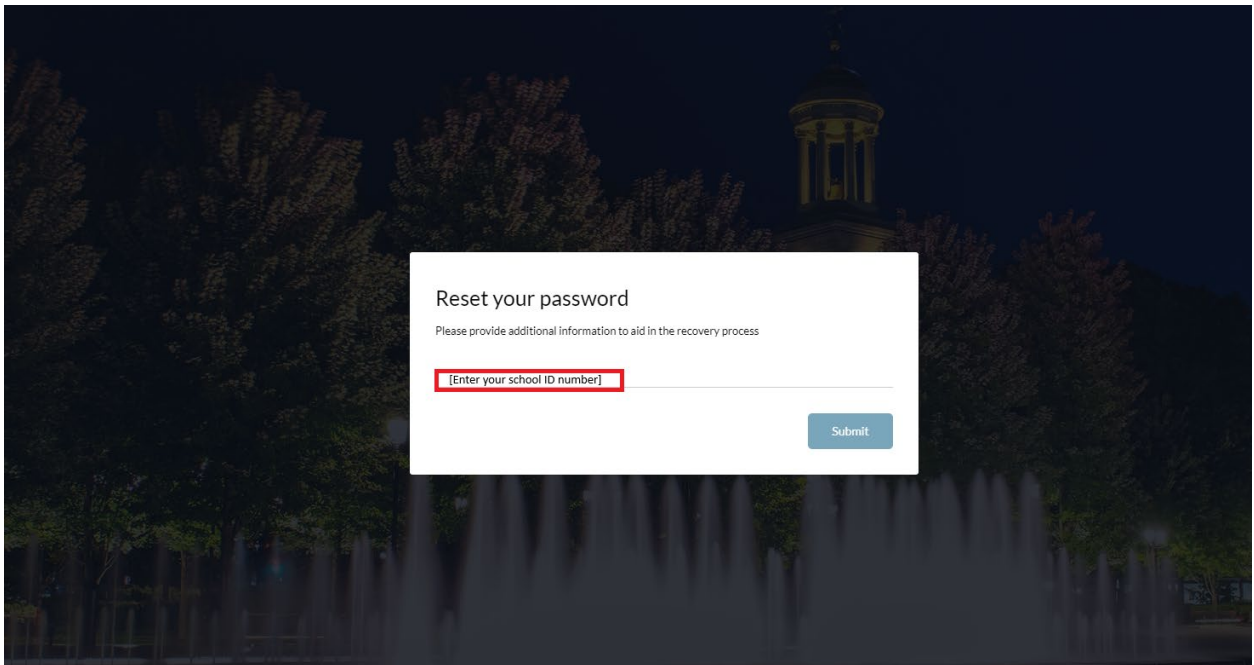
Purpose and context: Please adhere to this documentation meticulously following each step to ensure efficient and accurate execution.

How to reset your password via Connect:

1. Navigate to connect.quincycollege.edu click on 'Forgot Password'.

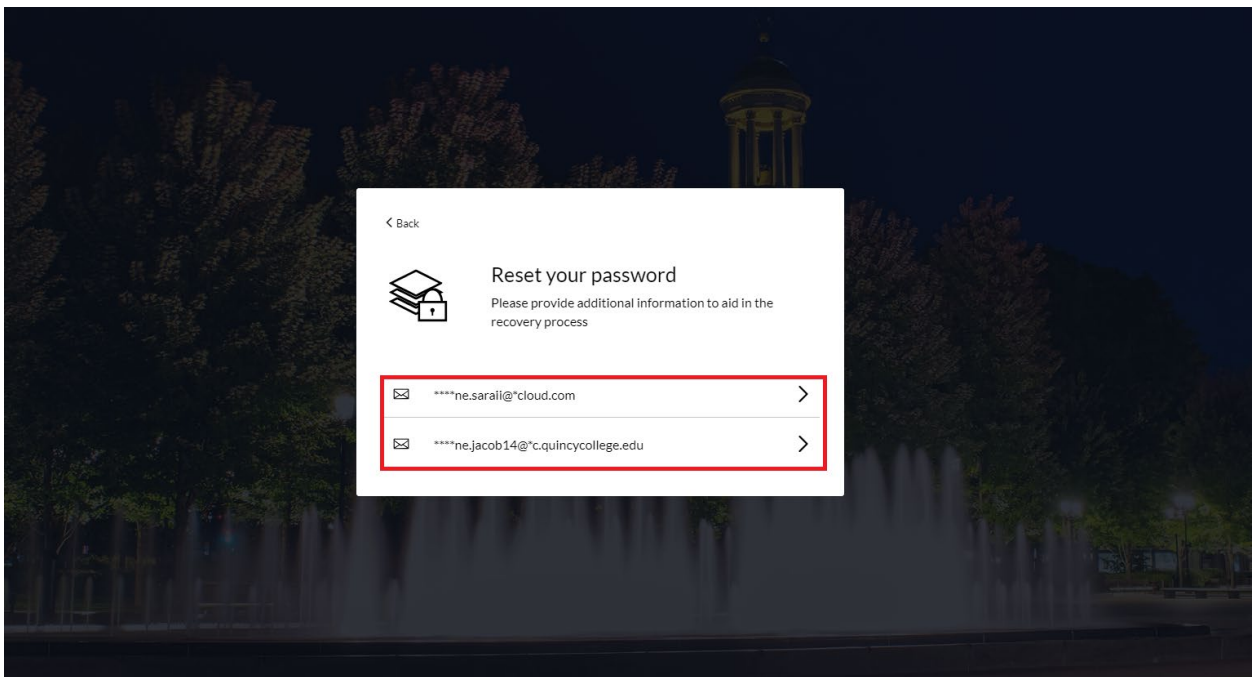


2. Enter your student ID number in the 'Enter *username*' field.



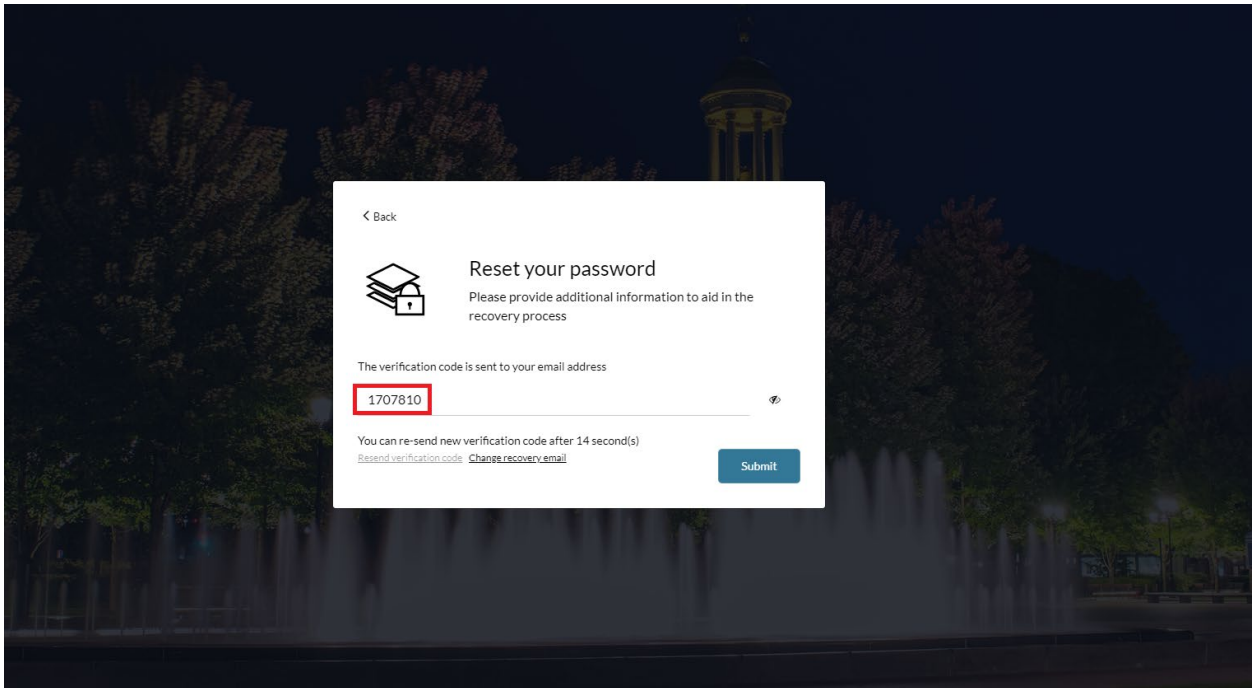
The screenshot shows a 'Reset your password' form overlaid on a background image of a fountain and trees at night. The form has a title 'Reset your password' and a subtitle 'Please provide additional information to aid in the recovery process'. Below the subtitle is a text input field with a red border containing the placeholder text '[Enter your school ID number]'. To the right of the input field is a blue 'Submit' button.

3. Select the email you would like the verification code sent to. Copy the verification code and save for next step.



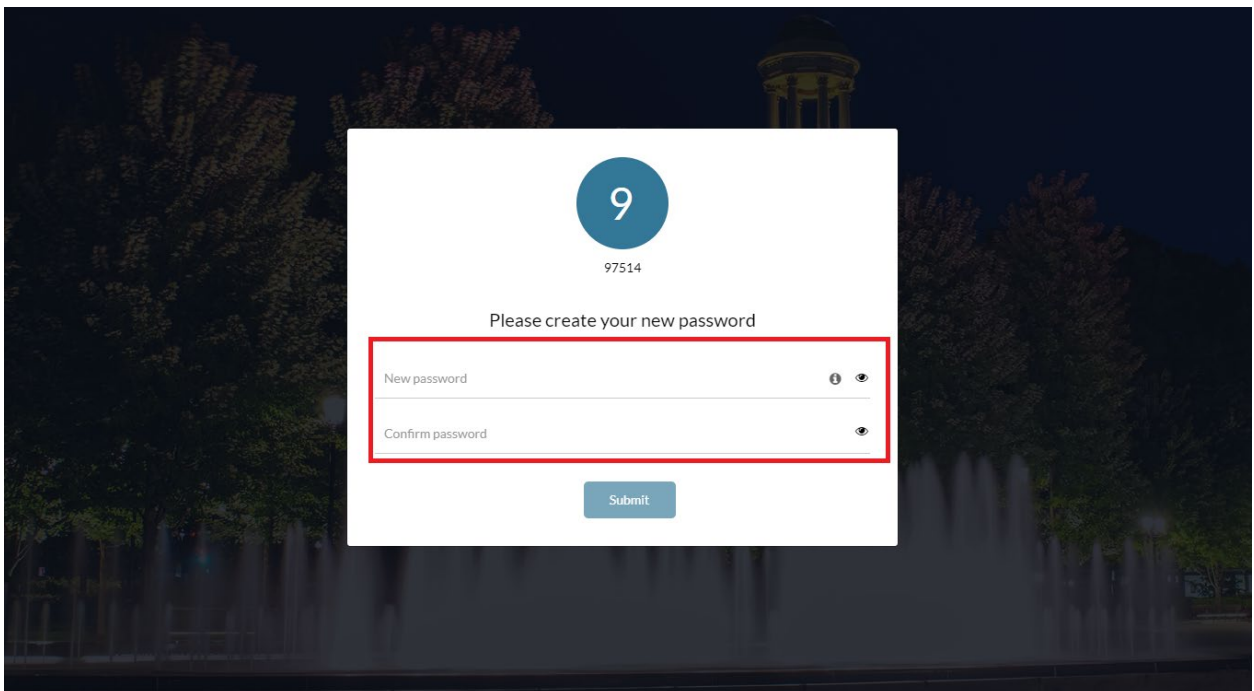
The screenshot shows the same 'Reset your password' form, but now it has a '< Back' link at the top left. Below the subtitle is a list of email addresses, each preceded by an envelope icon and followed by a right-pointing chevron. The list is enclosed in a red border. The email addresses are: '****ne.sarali@*cloud.com' and '****ne.jacob14@*c.quincycollege.edu'.

4. Paste the verification code in the requested field as seen below.



The screenshot shows a 'Reset your password' form overlaid on a dark background of a fountain at night. The form has a 'Back' link at the top left. Below the title is an icon of a stack of papers with a lock. The text 'Please provide additional information to aid in the recovery process' is below the icon. A message states 'The verification code is sent to your email address'. A text input field contains the code '1707810', which is highlighted with a red box. Below the input field, a message says 'You can re-send new verification code after 14 second(s)' with links for 'Resend verification code' and 'Change recovery email'. A 'Submit' button is at the bottom right.

5. Enter your new password.



The screenshot shows a 'Please create your new password' form overlaid on the same dark background. At the top is a blue circle with the number '9' and the text '97514' below it. The title 'Please create your new password' is centered. Below it are two text input fields: 'New password' and 'Confirm password'. Both fields are highlighted with a red box. Each field has an information icon and an eye icon to its right. A 'Submit' button is at the bottom center.

6. Your password has now been reset.

