

Forgot Password? How to Retrieve your Password

- 1. Go to <u>www.pakeys.org.</u>
- 2. Click the green PD Registry box on the home page.



3. Click 'Login' in the top right corner.



4. Click 'Forgot Password?'.

Email address	
Password	
Remember me	
→) Login	
Forgot Password?	🚑 Create Account

5. Enter the email address for the account you would like to reset the password for. Click 'Submit'.

	Errgot Password?	\times	
	Enter the email address for the account you would like to reset the password for.		
	Email address Email Address		
S	Submit		
١L			



6. After you click submit (in the previous step), an email will be sent to you. Go to your email account to retrieve the Password Reset email. Below is a sample of what the email will look like.

Insight Passwo	rd Reset			
A password reset has been requested for the following user.				
Jane Doe	janedoe@gmail.com			
Please click the "Reset Password" button below to complete the password reset process and select and new password.				
	Reset My Password			

7. Enter in the requested information. Note, valid passwords must consist of at least 7 characters, AND 3 of the following: uppercase letter, lowercase letter, number, or symbol.



8. Click 'Reset Password'.

Re-enter New Password



9. Enter in your email and new password to login.

Email address		
Password		
Remember me		
	➡) Login	
Forgot Password?		🚑 Create Account