

## How do I reset my password?

- Click <u>here</u> to access the **Sage University Log in** page.
- On the Log in screen, click on Forgot password?

Sage	
Log in	
Email address	
Password	
	Ο
Login	
Lög m	
Forgot password?	
New user? Create account	

• On the **Forgot your password?** screen, enteryour **Login Credential** (this is your email address) and click on **Continue**.

	Sage
	Forgot your password?
V y	/e'll send you a link in an email you can use to reset your assword. You'll only receive a password reset email if our account is registered with us.
F	mail address
E	someone@example.com
	someone@example.com
	someone@example.com Continue

• A notification will be displayed stating that an email has been sent to the email address you provided.

<b>g in</b> We've sent an email to the email address you provided. Use the link in the email to reset your password.
We've sent an email to the email address you provided. Use the link in the email to reset your password.
address
eone@example.com
vord
0
Log in
t password?
ser? Create account

• You will receive a password reset email from <u>donotreply@notify.sage.com</u>, as shown in the *example* below. Click on **Use this link to reset your password**.

Reset your Sage pass	word	
donotreply@notif	y.sage.com	← Reply ← Reply All → Forward Tue 07 lun 2022 14:51
	ნივი	
	Reset your password	
	Hello, Your Name	
	You asked to change to your Sage account password.	
	Use this link to reset your password.	
	If you do not want to change your password you can ig password will not change.	nore this email. Your
	If you did not make this request, contact Sage Support	L.
	Kind regards,	
	Sage	
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• On the **Create a new password** screen, enter and confirm your new password, then click on **Reset password**.

Sage	
Create a new passwo	ord
nter a password unique to this account.	
lew password	
	0
confirm new password	0
Make ours your pessword contains:	
Make sure your password contains:	
✓ At least 8 characters	

• A confirmation message will be displayed when your password has successfully been reset. Click on **Continue** to log into Sage University with your new password. You will also receive an email from <u>donotreply@notify.sage.com</u> confirming the password change.



You've changed your	Sage password					
donotreply@notify	y.sage.com	← Reply	所 Reply All	$\rightarrow$ Forward	Ú	
To O someone@exan	nple.com			Tue 07	Jun 202	2 15:03
EXTERNAL EMAIL						
	Sage					
	You've changed your pass	word				
	Hello, Your Name You've successfully changed your Sage account passwo If this was you, no further action is required. If this was not you, <u>contact Sage Support</u> . Kind regards,	rd.				
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