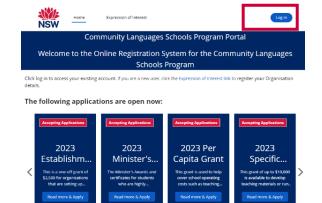


## Community Languages Schools Program Portal Resetting your password

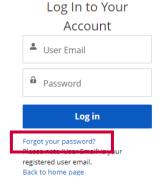
Quick reference guide

**1.** If you have forgotten your password, follow these steps to reset it.

Go to the <u>Community Languages Schools Program</u> portal page and click **Log in.** 



2. On the Log In to Your Account page, click Forgot your password?



1. Enter your Username and click Reset Password

Note, the **Username** is the email address of the school's licence holder.



2. An email with instructions on how to reset your password will be sent to the email provided in the previous step. Follow the instructions in the email to reset your password.

## NOW, CHECK YOUR EMAIL

Check the email account associated with your user name for instructions on resetting your password. Remember to look in your spam folder, where automated messages sometimes filter. If you still can't log in, contact your administrator.

Back to login