

Resetting Your Password

If you have an account in the system, but cannot remember your password, you can use the **Forgot Password** link to reset your password.

The Forgotten password link is located on the Account **Sign In**

page. To access the **Sign In** section:

- Go to the registration website and click the **sign in** button.

Home Registration Cart: [0 items](#)

Welcome to Professional Development Online Registration

Search by Session ID or Keyword

Evaluations & Certificates

- Click the **Registrations/Certificates** link on the left.

Upcoming Sessions

Thursday 7/17/2014
[Child Abuse Issues for Educators](#)
Administration, Rm 203
Tuesday 7/22/2014
[escWorks Training](#)
Administration, RM 103
[more sessions...](#)

Click the link: If you have **forgotten your password**, click here.

Sign In

Account Sign-in

E-mail Address:

Password:

[Click here to create a new account](#)

If you have **forgotten your password**, [click here.](#)

The following page will open:

My Account - Password Management

In order to retrieve a lost password, you must supply your email address and click 'Get Password'.

You will be emailed a link that will enable you to change your password.

Email Address:

Account F.A.Q.s

Q: How can I change my password?
A: Use the password changing system located [here](#).

Q: What do I do now that my email address has changed?
A: If you know your previous email address, [click here](#) to update your account.

Enter the email address used to create the account and click *Get Password*. An email will be sent to your account email address with a link to reset the account password.

Below is an example of the email that will be sent to your email account.

Note: this email is sent from messenger@escweb.net and may be sent to your junk folder if this email address is not recognized by your email system.

Someone has requested your password from Model Service Center. If you did not request your password, do not be alarmed, you are the only person receiving this email and nothing has been changed with your account.

Follow this link to change your password now:
<http://www.escweb.net/demo/shoebox/account/password.aspx?mode=change&code=5041&email=xxx.xxxxxx@xxxx.xxx>

Once the email is received, click on the link provided in the email. The following screen will appear:

My Account - Password Management Registration Cart: [0 items](#)

To change your password, you need to provide the information below. Once you have entered the data required, click on the 'Change Password' button located at the bottom of this page.

Email Address:

What should your new password be?

New Password:

Confirm New Password:

Choose your new password carefully. We recommend using a password that has at least 5 characters that are alpha-numeric.

Enter your new password in the **New Password** and **Confirm New Password** fields. Click **Change Password**. A message will appear stating that the password has now been changed.

Your password has been been changed!