**How to Reset a Password**

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| 1. | Go to the OLLI@Furman website, [Furman.edu/olli](https://www.furman.edu/osher-lifelong-learning-institute/) |  |
| 2. | Click on this [link](https://www.campusce.net/olliatfurman/account/signin.aspx) to go to the OLLI @ Furman registration page. | A screenshot of a cell phone  Description automatically generated |
| 3. | Fill in your username and password to *Sign In to Existing Account*  Be sure to write down your username and password, so you can remember your login information.  We suggest using *first name*.*last name* as your username ex. Username: Larry.Brown | A screenshot of a cell phone  Description automatically generated |
| 4. | After completing your username and password, click *Sign In*. If you receive this red message *Invalid* *username or password*, here is how you fix the problem. | A screenshot of a cell phone  Description automatically generated |
| 5. | Click on the blue words, *Reset My Password*. | A screenshot of a cell phone  Description automatically generated |
| 6. | You will be directed to this page. | A screenshot of a cell phone  Description automatically generated |
| 7. | Fill in your username and email and click *Reset my Password*. | A screenshot of a social media post  Description automatically generated |
| 8. | Once you click *Reset my Password*, an email with a temporary password will be sent to your email account. | A screenshot of a cell phone  Description automatically generated |
| 9. | Check your email inbox (and/or spam folder). The email will be titled: Your OLLI @ Furman password. | A screenshot of a social media post  Description automatically generated |
| 10. | Copy and paste the computer-generated password (in this case *bgvrpanr*) and use it to sign in to your OLLI account under your username. | A picture containing knife  Description automatically generated |
| 11. | Return to the OLLI registration page and Click *Return to Sign In* to go to the *Sign In to Existing Account* page. | A screenshot of a cell phone  Description automatically generated |
| 12. | Sign in to Existing Account with username and computer generated password. | A screenshot of a cell phone  Description automatically generated |
| 13. | You will be directed to this page where you will put the computer-generated password in the space beside *Old Password* and your new password in the two spaces where it says *New Password.* | A screenshot of a cell phone  Description automatically generated |
| 14. | Click *Change Password.* | A screenshot of a cell phone  Description automatically generated |
| 15. | You will see green words that say, *Your password has been updated!* | A screenshot of a cell phone  Description automatically generated |
| 16. | You will know that you are signed in to your account, when you see, *Welcome, First Name* at the top left of the page. | A screenshot of a cell phone  Description automatically generated |
| 17. | If you are ready to register for classes (and it is on or after May 12), you may click on *Return to Course* *Catalog Page* (in the gray box). That will take you a listing of course categories. | A screenshot of a cell phone  Description automatically generated |