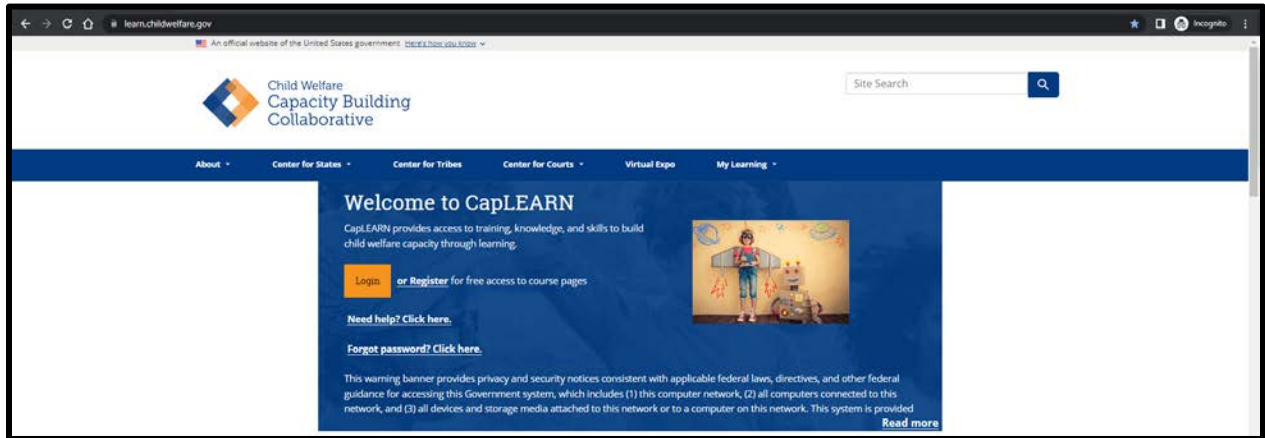
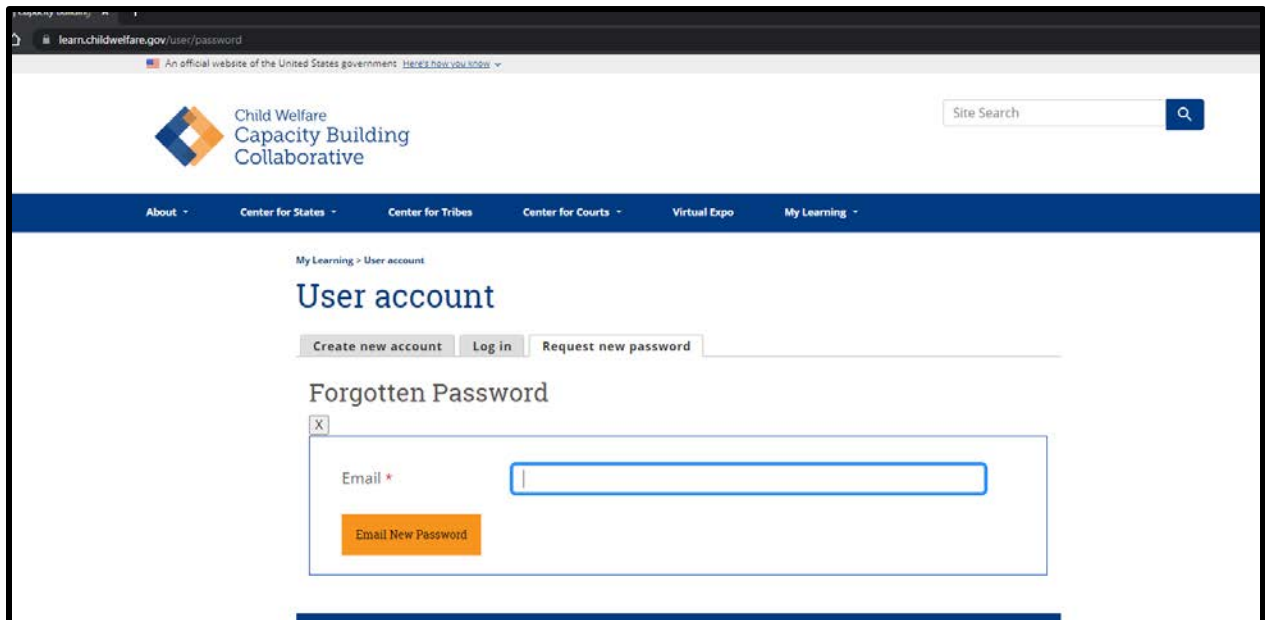


Password Reset Instructions

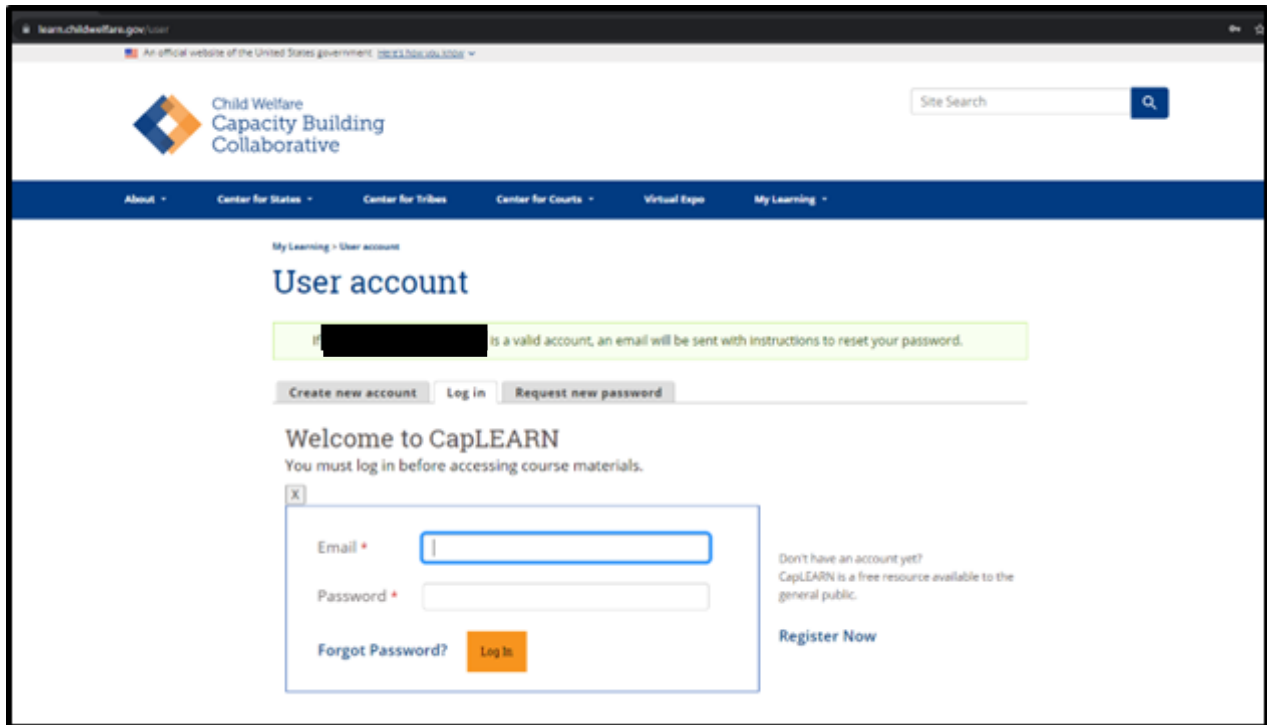
1. Select “Forgot password? Click here.” Link



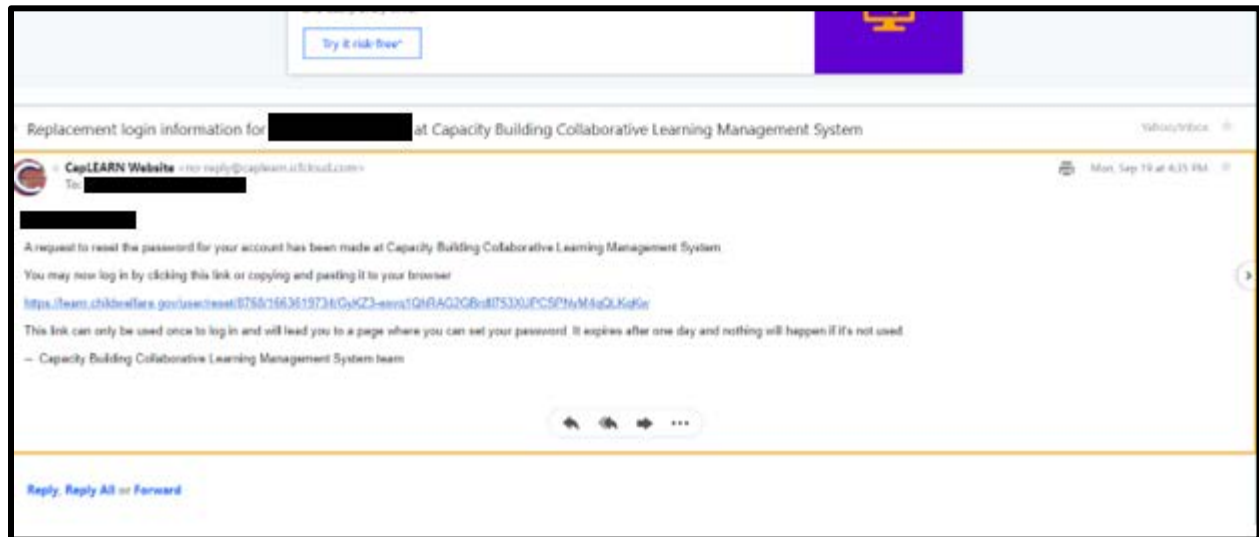
2. Enter valid email used during registration.



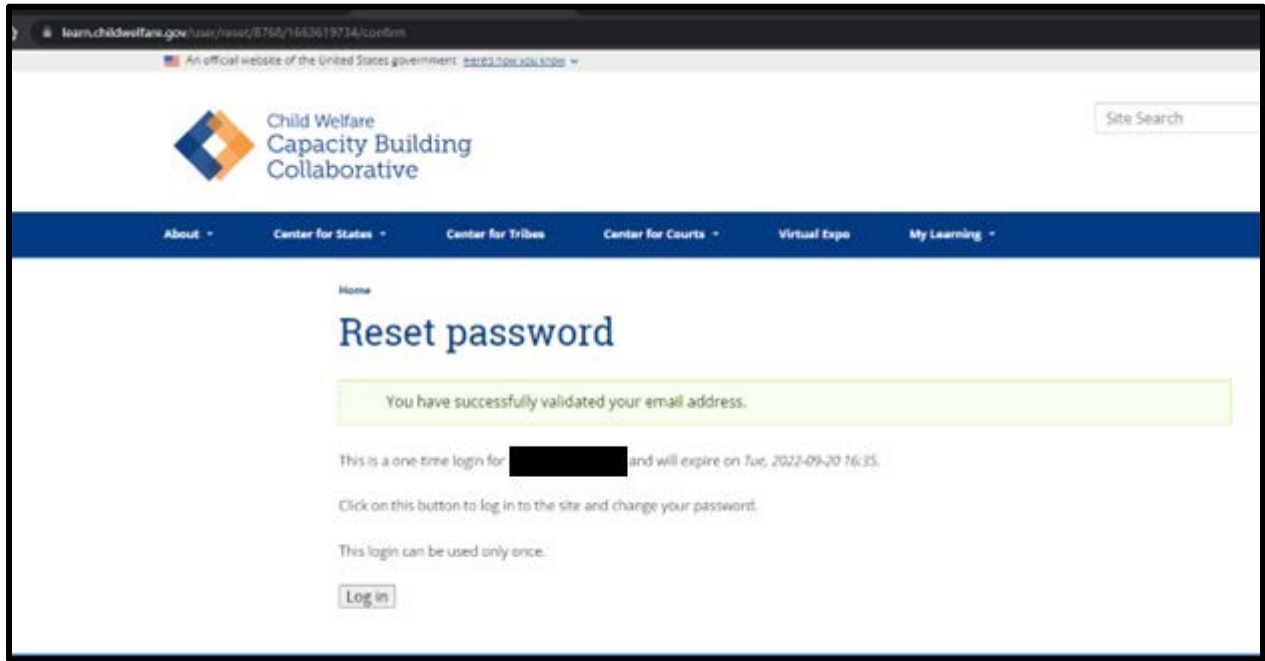
3. Once email entered, you'll receive a prompt to check the email provided for reset instructions.



4. Use the link in the instructions email to access the site to reset password. **Note: This is a one-time link that expires after 24hours. If you don't see email in inbox, check spam box instead.**

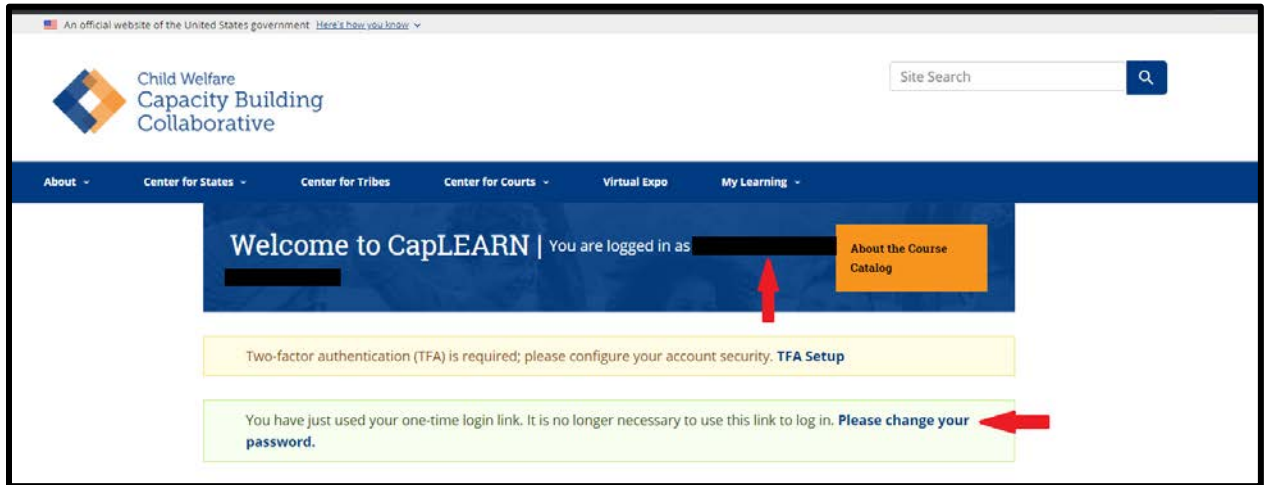


5. Login for first time using the one-time link provided.



6. There are two ways to gain access to your password reset location.

- i. Select the "Please change your password." link in the one-time login link help text.
- ii. Select "Your Name" in the Welcome block.



7. Update password through account edit tab.

The screenshot shows the user profile edit page for De-ShundaT WhiteT. The page has a blue header with the URL `learn.childwelfare.gov/user/8768/edit`. Below the header, the user's name "De-ShundaT WhiteT" is displayed. There are three tabs: "View", "Edit", and "Security". The "Security" tab is active. The page is divided into sections. "Section 1" contains fields for "First name" (De-ShundaT), "Last name" (WhiteT), and "Email address" (deshunda_white@yahoo.com). Below these is the "Password" section, which includes a "Password" field, a "Confirm password" field, and a "Password strength" indicator. A note at the bottom of the password section reads: "To change the current user password, enter the new password in both fields."

8. Once satisfied with new password, select save at the bottom of the screen.

The screenshot shows the user profile edit page for De-ShundaT WhiteT, focusing on the employer/organization section. The page has a blue header with the URL `learn.childwelfare.gov/user/8768/edit`. Below the header, the user's name "De-ShundaT WhiteT" is displayed. There are three tabs: "View", "Edit", and "Security". The "Security" tab is active. The page is divided into sections. "Section 2" contains a question: "Which best describes your employer/organization?". Below this are two radio buttons: "Community Member/Community Leader/Tribal Elder" and "Other, please specify". Below the radio buttons is a question: "Which best describes your employer/organization?". Below this are two text input fields: "Employer/organization" and "Job title". Below the text input fields is a red error message: "Please complete all required fields above to access the next section." At the bottom of the page is a "Save" button.

9. If saved correctly, you'll receive a save confirmation prompt on the main screen.

The screenshot displays the CapLEARN website interface. At the top, the URL is `learn.childwelfare.gov`. Below the header, the logo for "Child Welfare Capacity Building Collaborative" is visible on the left, and a "Site Search" input field is on the right. A dark blue navigation bar contains links for "About", "Center for States", "Center for Tribes", "Center for Courts", "Virtual Expo", and "My Learning".

The main content area features a blue banner with the text "Welcome to CapLEARN | You are logged in as De-ShundaT WhiteT". To the right of this banner is an orange button labeled "About the Course Catalog". Below the banner, a light green message box states "The changes have been saved.".

Below the message box is a search interface for the "Search Course Catalog". It includes a search input field with a magnifying glass icon. Underneath, there are filter options: "By Category", "By Topic", and "By Audience", each with a dropdown arrow. A "Clear All" button is located to the right of these filters.

At the bottom of the search section, it indicates "67 Resources Available".