

Change or Reset your Password

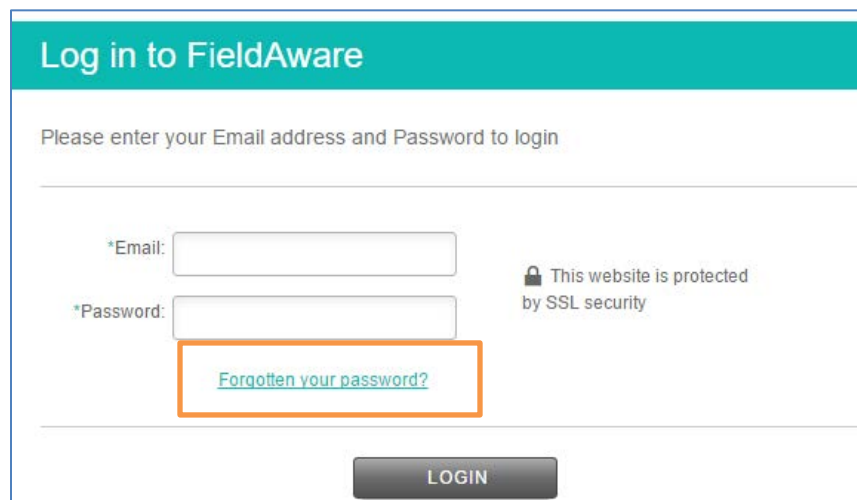
You can change your password on either of the following pages:

- Log In to FieldAware page
- My Account page

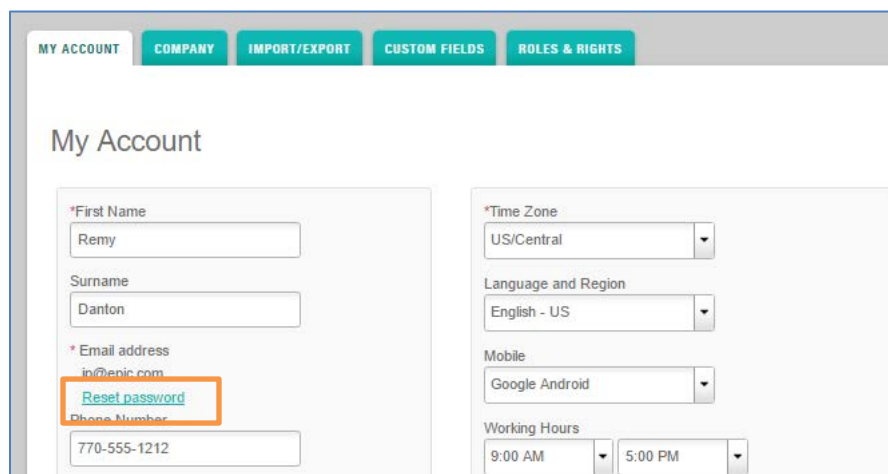
Passwords are required to be 12 characters. We recommend a combination of letters and numbers.

Step 1 – View Log In to FieldAware Page or **MY ACCOUNT**

Log In to FieldAware → Forgotten your Password? link

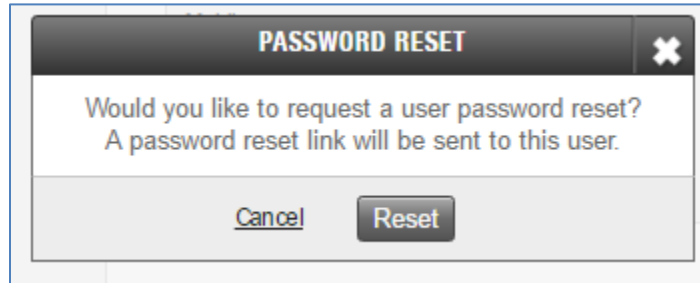


settings → MY ACCOUNT sub tab → Reset password link



Step 2 - Click Reset Password Link Validation on **MY ACCOUNT**

settings → **MY ACCOUNT** sub tab → **Reset Password** link → **Reset** button



Forgotten your Password? Link → Enter in your Email

Request Password Reset

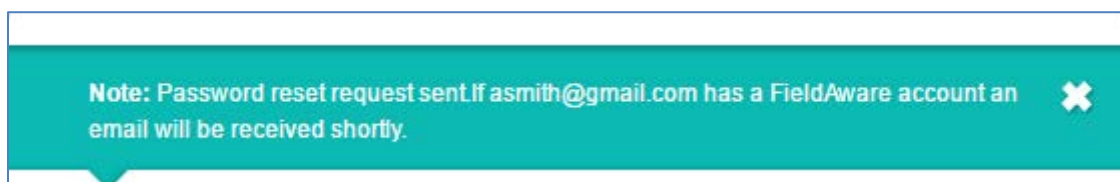
Enter the email address associated with your FieldAware account. A password reset link will be emailed to you.

*Email:

RESET

Clicking the **RESET** button will activate the automatic sending of an email with a password reset link if the email is a valid user within FieldAware.

The following confirmation message will display:



Step 3 – Click Link in Email

Click the link in the email sent from FA Registration Services

A password reset request was issued for your account. If you did not request a password reset, you can safely ignore this email.

To reset your password, click:
<https://qa1.fieldaware.net/reset/d460c0ba3fe3ac8e8a9115405c9e6690>

Note, the above reset link is only valid for 24 hours.

The Fieldaware team
<http://www.fieldaware.com>

Step 3 – Enter in Password

Enter in the New Password and then Confirm the Password entered.

Reset Password

Choose a new password and enter it below.

*New Password:

*Confirm Password:

[Cancel](#)

Click **RESET** to change the password.

Tips and Techniques

Consider the following tips and techniques when you change or reset your password:

- Passwords must be 12 characters or more
- Know your email address. This is the email used when you registered with FieldAware. If you are unsure of your email address, contact your company's FieldAware admin.
- It is a good practice to reset or change your password every 90 days.

Summary Activity

Keep your personal password secure by updating on your **MY ACCOUNT** page. Make changes to password here or if forgotten use the **Forgotten your Password?** Link on the Log In to FieldAware page.

Activity 1: Reset your Password in MY ACCOUNT

- Step 1. Click the Reset Password link
- Step 2. Change your password