

Creating a New Account Instructions

1. **Visit Our Website:** Navigate to our website's homepage using your preferred web browser.

[Sign in to your account](#)

2. **Select Sign-In Option:** Look for the "Sign In to existing Account" option. This is found on the left side of the webpage.

The image shows two side-by-side forms. The left form is titled "Sign In to Existing Account" and contains an "Email:" field, a "Password:" field with an eye icon, a green "Sign In" button, and a "Reset My Password" link circled in red. The right form is titled "Create New Account" and contains an "Email:" field, a "Password:" field with an eye icon, a "Retype password:" field with an eye icon, and a green "Create Account" button.

3. **Select Reset my Password:** Inside the box Marked "Sign In to Existing Account" there is green text that reads "reset my password". This text is located at the bottom of the "Sign In to Existing Account box". Click on the text "Reset My Password". This will direct you to the password reset page.
4. **Password Reset:** To reset your Password, enter the email address associated with your account. Next click the green button at the bottom of the screen that says "Reset my password"

Password Reset

If you have forgotten your password, please follow the instructions below.

To reset your Password:

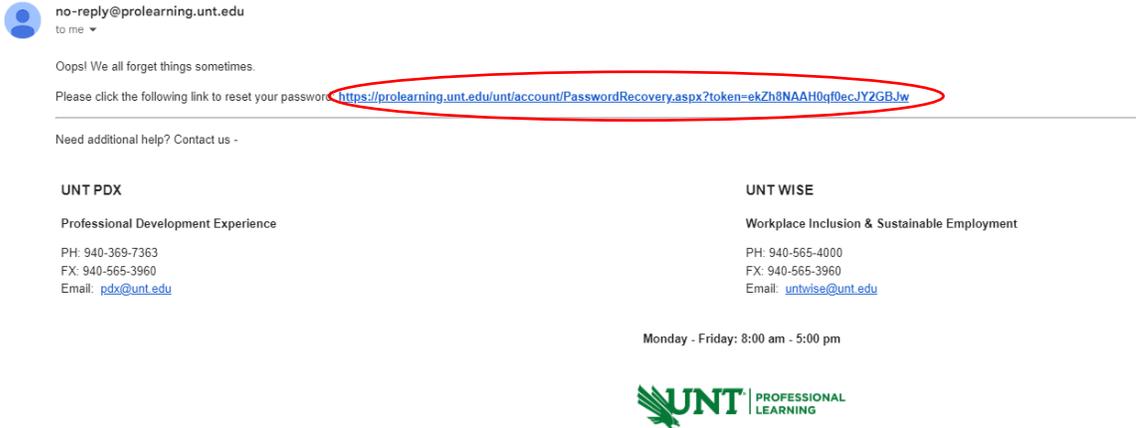
1. Enter the email address associated with your student account.
2. Click on the Reset my Password button.
3. An email will be sent to you with a link to reset your password.

Email:

[Reset My Password](#)

[Return to Sign In](#)
[Contact Us](#)

5. **Navigate to your email inbox.** You will have received an email with a link to reset your password. Click the link to reset your password.



- **Email Address:** Enter the email address associated with your account.
- **New Password:** Create a new password that is at least 6 characters long. You may use any combination of upper & lower case letters, numbers, and special characters (!@#\$%^&*~+=|<>?/\). Password is case-sensitive and must be entered exactly the same way each time.
- **Confirm the Password:** Re-enter the password you created to ensure accuracy.
- **Reset my Password:** Click the green button at the bottom of the screen that reads "Reset my password."

Password Reset

If you have forgotten your password, please follow the instructions below.

To reset your Password:

1. Enter the email address associated with your student account.
2. Enter the new password you want to use on your student account.
3. Confirm the password.
4. Click on the 'Reset my Password' button.

Please note, this password link will expire if not used within four hours.

Email:

New Password:

Confirm Password:

[Reset My Password](#)

[Contact Us](#) | [Sign In](#)

To log into your account with your newly created password. Click on the text in the bottom left-hand side of the screen that reads: "Password has been reset. Click here to sign in". Or navigate back to the websites home page with this link: [Sign in to your account](#)

6. **Login:** Return to our website and log in using your email and newly created password.

If you encounter any issues during the password reset process or have any questions, feel free to contact UNT WISE - Workplace Inclusion & Sustainable Employment:

PH: 940-565-4000

FX: 940-565-3960

Email: untwise@unt.edu