## FORGOT MY PASSWORD

Quest has a new feature. If someone forgets their password they are now able to reset it themselves.

| Quest Sign On Please enter your sign on information |                    |
|---|--------------------|
| Jurisdiction:* User ID:*                            |                    |
| Password:*  |                    |
| <b>②</b> <u>S</u> ubmit                             | Forgot my password |

Click the Forgot my password button.

This will then ask you for the jurisdiction and the user ID you are trying to log into.

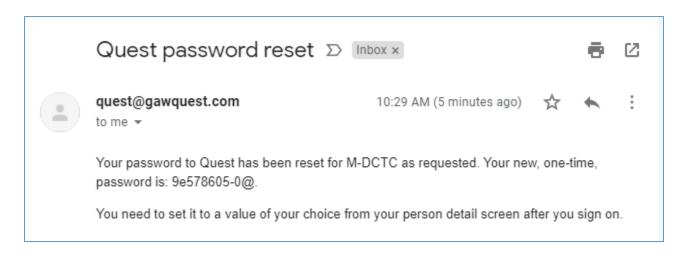
## Reset Your Password Enter the jurisdiction and user ID associated with your Quest account Jurisdiction:\* (m-dctc User ID:\* (kartho

Click the **Update** button.

If a matching user was found with an email address, the password was changed and an email was sent with the new password.

If you have a matching user ID and an email in that jurisdiction, it will send an email to the email address listed in your Person Detail screen under Contacts.





You can log into Quest with your username and this new one-time password. This password is good until you use it. It will not work a second time. You will then need to go to your Person Detail screen and change your password to whatever you want it to be. Your normal password will still work so if you remember it, you don't have to change it.

You can only change your own contact information or that of other people who aren't Quest users. Only people with \*ALL authority can change another user's email address.