

# **AnyComms Reset Password Request**

From the home page <u>https://acplus.nsix.org.uk/Login.aspx</u>	
Click on Forgot password?	
	Log In
	Username
	Password
	Forgot password?
Complete your Username and Email Address	
	Reset Password
	Enter your details below to reset your password
	Username:
	admin1234
	Email Address:
	test@norfolk.gov.uk
	Return to login Request Reset
Click on Request Reset	
Request Reset	
	Request Reset
A confirmation message will appear	

If you entered correct details, an email has been sent to you

You will receive an email which will expire in 30 minutes



## AnyComms Reset Password Request

Hi Arrin,

Please follow the link below to reset your password. If you did not request a password reset, please ignore this email.

Please note that you only have 10 minutes to change your password. If you fail to change your password in this time, you'll need to make another reset request.

https://acplus.nsix.org.uk/NewPassword.aspx?uid=6e4b0963-191b-4de1-85ac-6bbe178229cc&rid=17600714-b092-44d6-9280-13ad455eda01

#### Click the Link

https://acplus.nsix.org.uk/NewPassword.aspx?uid=6e4b0963-191b-4de1-85ac-6bbe178229cc&rid=17600714-b092-44d6-9280-13ad455eda01

#### Add your new password in both areas



#### Reset Password

Your Password has been reset, please enter a new one.

New Password:

.....

Confirm Password:

.....

Return to login

Reset

#### **Click on Reset**

Reset

### Wait for the confirmation message

Password reset. You can now login using new details.

You can now log in