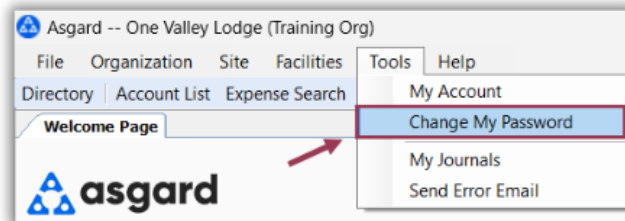


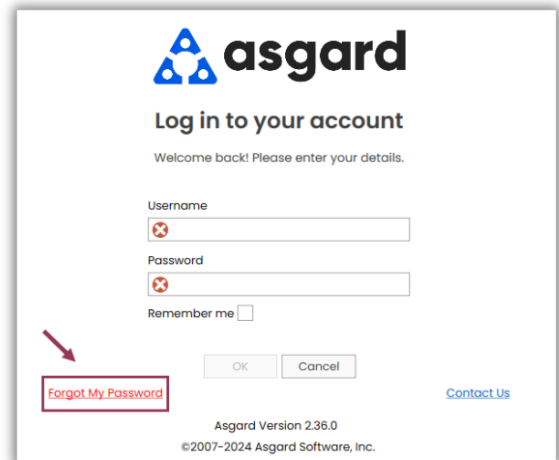
Asgard uses a secure method of storing and resetting passwords. Follow the instructions below to reset your password by choice, or when you have forgotten your password. If you have any questions or concerns please contact support@asgardsoftware.com.

Step 1: Reset Password: If a user needs to change his/her known password, the option is available from Tools > Change My Password.

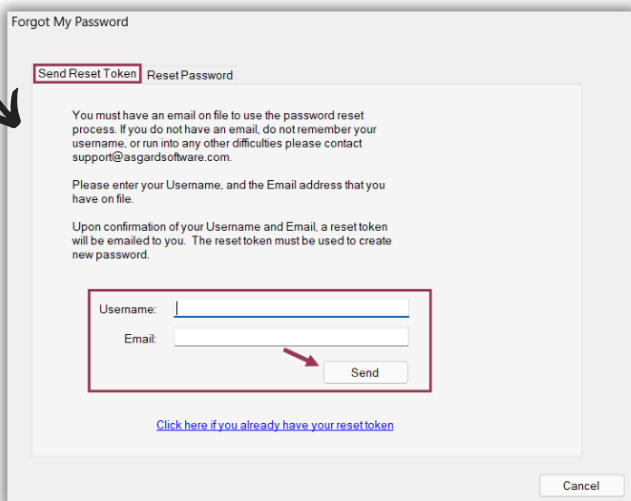


Step 2: Forgotten Passwords:

If you forget your password, click **Forgot My Password**. Enter your username and email address associated with your profile. The system will send a token to your email account.



! Keep this dialogue box open while you wait for your Password Reset Token to arrive via email.



You will receive a Password Email containing a temporary password.

For security purposes, the temporary password will expire after 15 minutes.

If you did not request this password reset, please contact us immediately at support@asgardsoftware.com.

Step 3: After receiving your token via email, enter the **Reset Token** in the **Reset Password** tab of the Forgot My Password dialog box, and click **Validate Token**. This will unlock your account and allow you to create a new password. Once validated, you can set your password, following any applicable security guidelines.

The screenshot shows a dialog box titled "Forgot My Password". At the top, there are two tabs: "Send Reset Token" and "Reset Password". The "Reset Password" tab is active and highlighted with a red border. Inside this tab, there are three input fields: "Reset Token:", "New Password:", and "Confirm Password:". The "Reset Token:" field is currently empty and highlighted with a red rectangular border. To the right of this field is a button labeled "Validate Token", which has a red arrow pointing to it. Below the input fields, there is a "Reset Password" button. At the bottom right of the dialog box, there is a "Cancel" button.