

Aspen - Password Recovery

Recover Your Password

If you forget your password, an automatic password recovery has been set up on your system. You can retrieve it from the Log On page.

To recover your password:

1. On the Log On Page, click **I forgot my password**. The **Password** Reset dialog box appears.
2. Enter your **Login ID** and **Primary email** address.
3. Click **Continue**. The **Password** Reset dialog box expands to include the security question you choose when setting up **password** recovery.
4. Type the response, and click **Submit**. If the answer is correct, Aspen sends a message containing your **password** to your primary email address.