

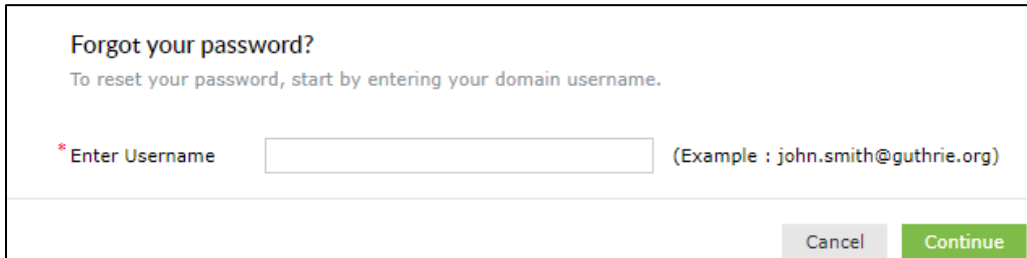
# Changing Your Password

1. Go to: <https://selfservice.guthrie.org/showLogin.cc>



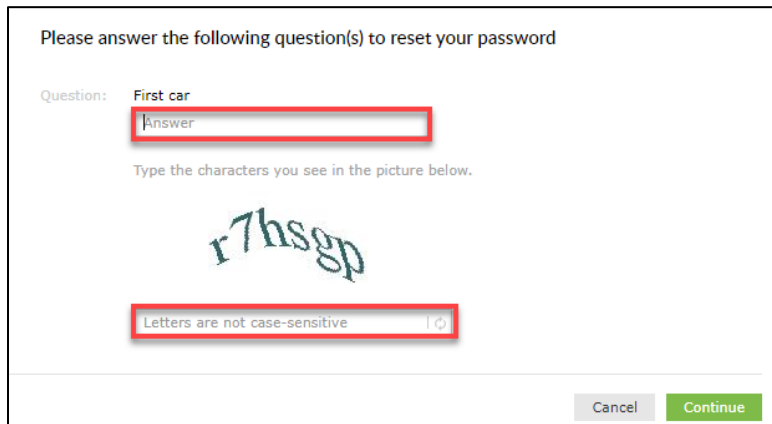
The screenshot shows the Guthrie self-service login page. The Guthrie logo is in the top left. A search bar labeled 'Search Employee' is in the top right. The main content area is divided into two columns. The left column has the heading 'Update Your Profile Efficiently :' and two links: 'User Registration' (Establish your identity via registration) and 'Self Update' (Update your contact information). The right column has two links: 'Reset Password' (Reset your forgotten password) and 'Unlock Account' (Unlock your locked out account). The 'Reset Password' link is highlighted with a red box.

2. Click **Reset Password**.
3. Enter your username and click **Continue**.



The screenshot shows the 'Forgot your password?' form. The heading is 'Forgot your password?' with a subtext 'To reset your password, start by entering your domain username.' Below this is a text input field labeled '\* Enter Username' with an example '(Example : john.smith@guthrie.org)'. At the bottom right are 'Cancel' and 'Continue' buttons. The 'Continue' button is highlighted with a green background.

4. Answer the security question and enter the code. Click **Continue**.



The screenshot shows the security question form. The heading is 'Please answer the following question(s) to reset your password'. The question is 'First car' and the answer field is labeled 'Answer'. Below this is a CAPTCHA image showing the characters 'r7hsqp'. Below the CAPTCHA is a text input field labeled 'Letters are not case-sensitive'. At the bottom right are 'Cancel' and 'Continue' buttons. The 'Continue' button is highlighted with a green background.

5. Enter your **new password** and **confirm the new password**.

Reset Password

\* New Password

\* Confirm New Password

6. Click **Reset Password**.