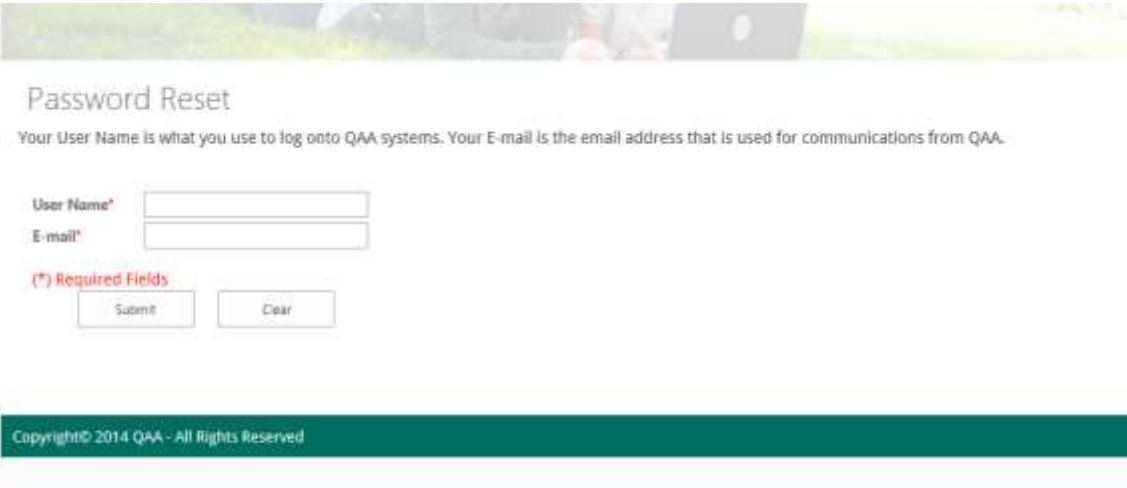


Password administration

Password reset (to reset your password if you have forgotten it)

1. Navigate to <https://reviewextranet.qaa.ac.uk/sites/public/password-reset>
2. The following page will be displayed. You will need to enter your QAA user name and email address in the required fields.



Password Reset

Your User Name is what you use to log onto QAA systems. Your E-mail is the email address that is used for communications from QAA.

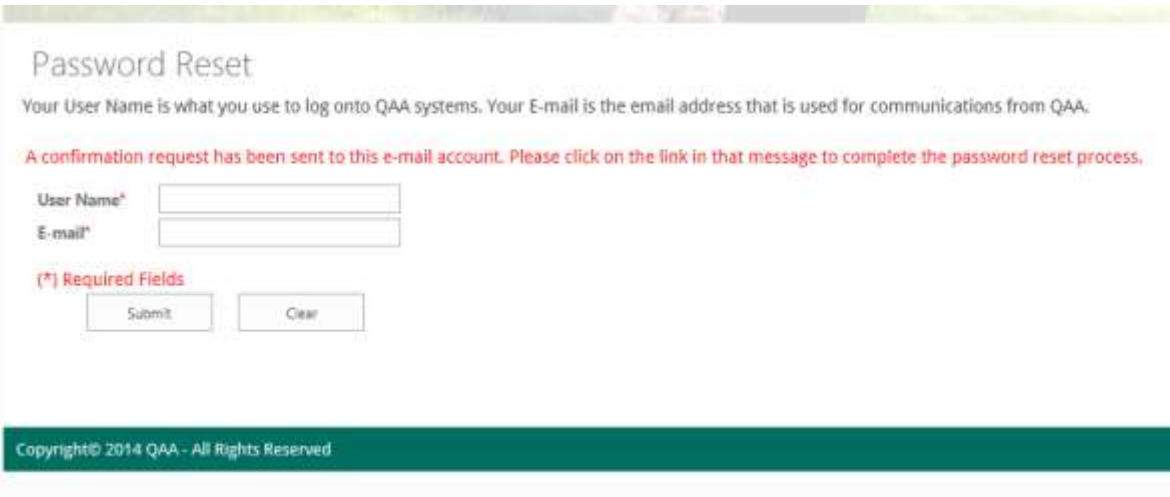
User Name*

E-mail*

(*) Required Fields

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3. You will then get a confirmation screen notifying you that an email has been sent to you with details of how to complete the password reset process.



Password Reset

Your User Name is what you use to log onto QAA systems. Your E-mail is the email address that is used for communications from QAA.

A confirmation request has been sent to this e-mail account. Please click on the link in that message to complete the password reset process.

User Name*

E-mail*

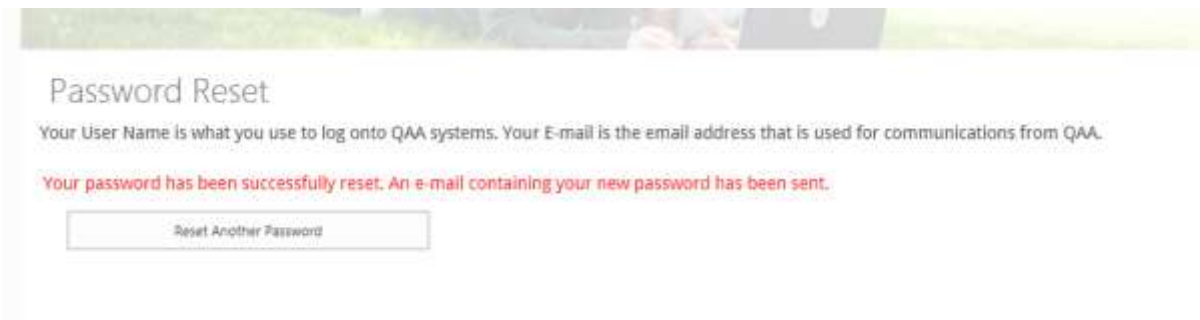
(*) Required Fields

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4. Follow the link sent you by email



5. You will then see the following confirmation screen to say that your password has been successfully reset and sent to you by email



6. Check your email for your new QAA password.

If you now need to change your password to something more memorable please see the guidance notes for password change which can be found in the help area of the Reviewer Extranet.