CCAP COUNTY COMMISSIONERS™ ASSOCIATION OF PENNSYLVANIA
Serving Counties Since 1886

SharePoint Instruction Guide

Resetting Your Password

1. Go to your website click the **Forgot My Password** on the right.

Sign In, Register, Forgot My Password

2. Enter your user name and e-mail that you entered when you registered (you should have received an e-mail when you registered with that information).

If you do not remember your user name or e-mail you can contact XXXX to assist you.)

3. Click **Submit** and the message below will appear.

Reset Your Password
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.

4. You will now receive an e-mail that you must click a link to reset the password (this is a security feature so no one else can reset your password.)

5. When you click on the link within that e-mail you will see a message appear as below on your browser.

6. You now have a new password sent via e-mail. This password is generally very difficult so it is recommended that you change your password following the next steps.

SharePoint Instruction Guide

Changing Your Password

1. Open up the e-mail that you received and highlight the password and **copy (Ctrl+C) and paste (Ctrl+V)** the password that was sent to you.
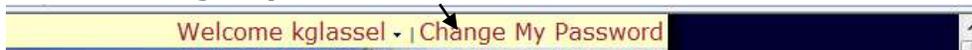

2. Go to your website click where it says **Sign In**.

3. Enter your user name
4. Enter your **NEW** password by pressing **Ctrl+V** to paste it where it asks for a password.

5. You should now see a welcome with your user name similar to below.
6. Click on **Change My Password**

7. It will show your user name, however you need to **again copy that password that was sent to you in e-mail and paste that** where it says **Old Password.**

8. Enter a new Password where it says **New Password.**
9. Re-Enter that same password where it says **Confirm New Password.**
10. Click **Change Password.**
11. Your password should now be changed.
12. Click on any tab in the navigation and you should be all set!