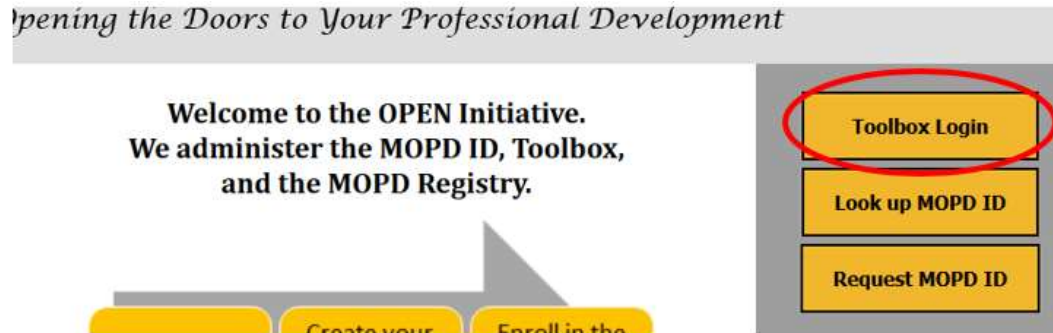


How to Reset your Toolbox Password

- 1) To access a Toolbox account, go to <https://www.openinitiative.org/>
- 2) Click the gold 'Toolbox Login' button on the right side of the screen.



- 3) On the Toolbox home page, click on 'Forgot your password' link.

Login

User Name

Password

[Forgot your user name?](#)
[Forgot your password?](#)

- 4) On the next screen, enter your user name and then click submit. The user name IS case sensitive. If you are logging in from a phone, please make sure you phone doesn't capitalize the first letter if your user name is in all lowercase.

Forgot Password

User Name:

- 5) You will now be asked to answer the three Security Questions you selected when you set up your Toolbox account. The answers are NOT case sensitive; however, they are character specific. If you are resetting your password from your phone, please make sure your phone isn't automatically placing a space before or after your answer.

Log In Look up MOPD ID Request MOPD ID

Forgot Password

What is your favorite color?

Submit

- 6) After you successfully answer your three Security Questions, you will be asked to change your password.

Home Personal Reports

Change Password

New Password:

Retype new password:

Submit

Password Example:
Valid: Lzc\$1234 or wdiF456!
Uses upper and lowercase letter, digits, and contains between 8 and 26 characters.
Invalid: Truman
No digits, special characters, and has fewer than eight characters.

PASSWORD SECURITY GUIDELINES

For your protection the following guidelines must be met to create a password:

- Password must be 8-26 characters in length

-AND-

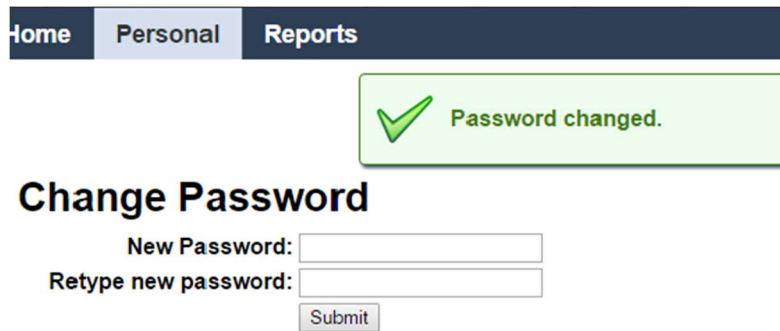
Password must contain three of the four options:

- At least one lowercase letter: a-z
- At least one uppercase letter: A-Z
- At least one special character: ? . , _ - ~ + = \$!
- At least one digit: 0-9

Password Cannot:

- contain words in the English dictionary
- be the same as your User Name
- contain symbols other than the special characters above
- contain certain unallowed number or symbol sequences
- contain spaces

7) When you are successful, you will see a screen similar to the below.



The screenshot shows a web interface with a dark blue navigation bar at the top containing the links 'Home', 'Personal', and 'Reports'. Below the navigation bar is a green success message box with a checkmark icon and the text 'Password changed.'. Underneath this is the heading 'Change Password' in bold black text. The form consists of two input fields: 'New Password:' and 'Retype new password:'. Below the second input field is a 'Submit' button.

8) Once you successfully create a new password, you will be automatically logged in to your Toolbox!

Please do not hesitate to contact OPEN with any additional questions.

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