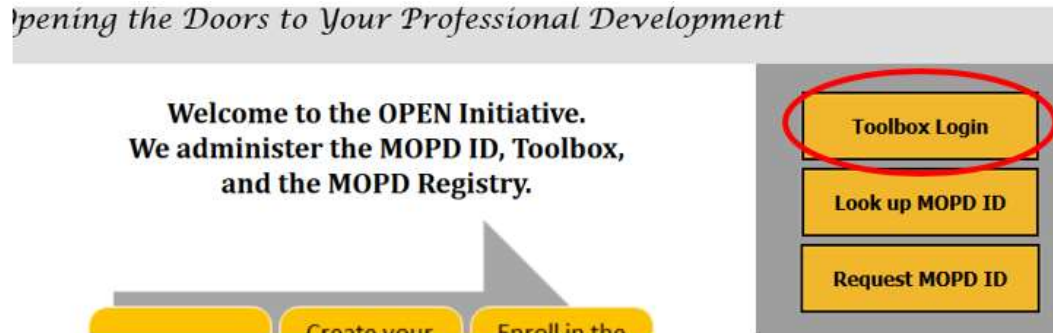


How to Reset your Toolbox Password

- 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.

Log In **Look up MOPD ID** **Request**

Forgot Password

User Name:

- 5) You will now be asked to answer the three Security Questions you selected when you setup 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.

PLEASE NOTE THE PASSWORD REQUIREMENTS

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) If you do not meet the password requirements, you will receive an error message that will instruct you how to correct. Please enter a new password that follows the requirements.

Change Password


Password is shorter than 8 characters.

New Password:

Retype new password:

- 8) When you are successful you will see a screen similar to the below.

HomePersonalReports

 **Password changed.**

Change Password

New Password:

Retype new password:

- 9) Once you successfully create a new password, you will be automatically logged into your Toolbox!

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

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