

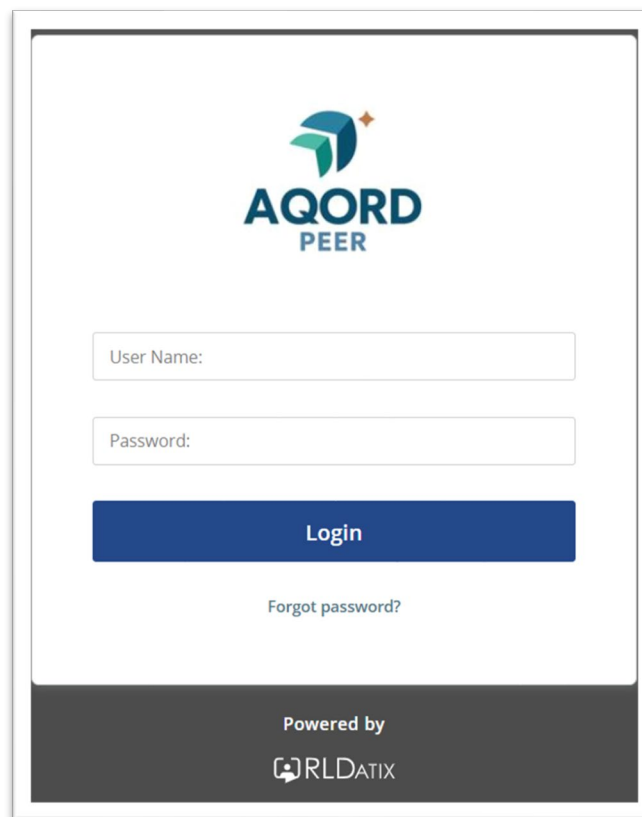
Resetting Your RL Password

How to Reset Password for First Login

On your first login, please fill in your user ID provided and “password” as the password. You will be prompted to change your password.

The new password can be whatever you want, as long as it’s not “password.”

1. Type in “password” for your current password and then select a new password of your choice. Click “confirm.”
2. Type user ID and new password to login moving forward.

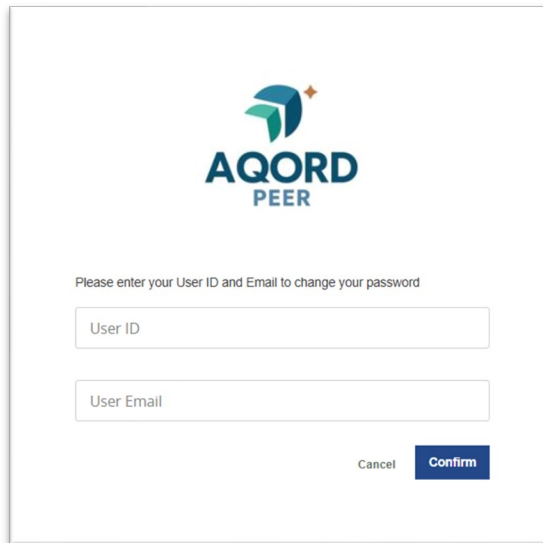


The image shows a login form for AQORD PEER. At the top is the AQORD PEER logo. Below it are two input fields: "User Name:" and "Password:". Below the password field is a blue "Login" button. Under the button is a link that says "Forgot password?". At the bottom of the form, it says "Powered by" followed by the RL DATIX logo.

Forgotten Password

If you have forgotten your password, follow the instructions below.

1. From the login screen (above), click the Forgot password link located under the login button.
2. The screenshot below will appear. Enter your username, your email address and click “Confirm.” The email address must match the email address that is associated with your user account in PEER.

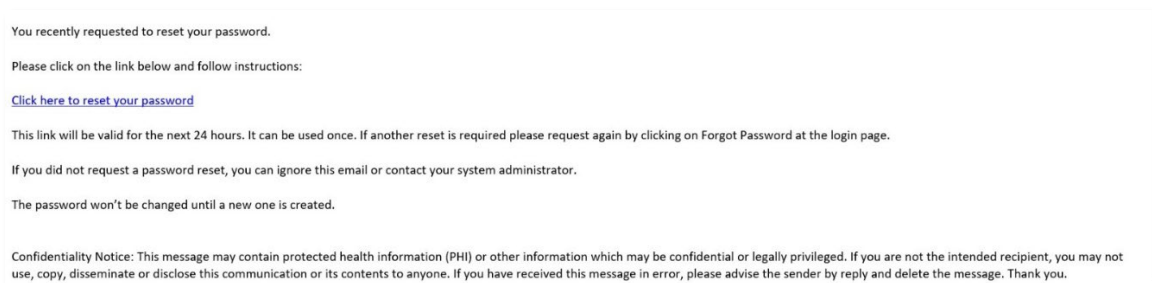


The screenshot shows a web form for password reset. At the top is the AQORD PEER logo. Below it, the text reads: "Please enter your User ID and Email to change your password". There are two input fields: "User ID" and "User Email". At the bottom right, there are two buttons: "Cancel" and "Confirm".

3. Look for the RLDatix reset email in your email inbox; open the email. (If the email does not arrive within a few minutes, check the Spam/junk folder in your email.)



4. Click the link (the blue text) in the email within 24 hrs.



5. Follow the prompts to create your new password and click “Confirm.”



If you have any questions, please contact your System Administrators, [Linda Durbin](#) and [Carolyn Wollman](#). Please email both Linda (ldurbin@aqord.org) and Carolyn (cwollman@aqord.org) so that they can get it done as quickly as possible for you. Please also feel free to call AQORD at 215-646-0720.