

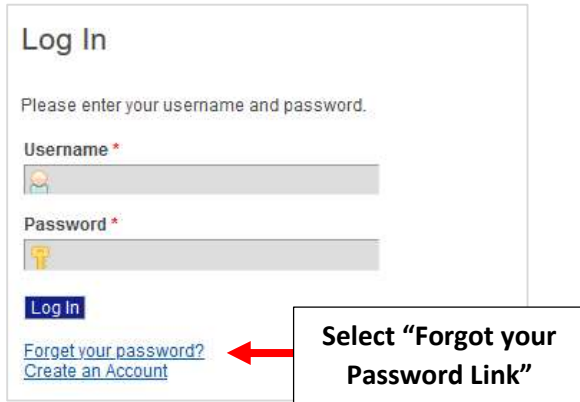
For Parents-Reset Application Password for FACTS SIS

From School's Admission Online Page Select **Application**



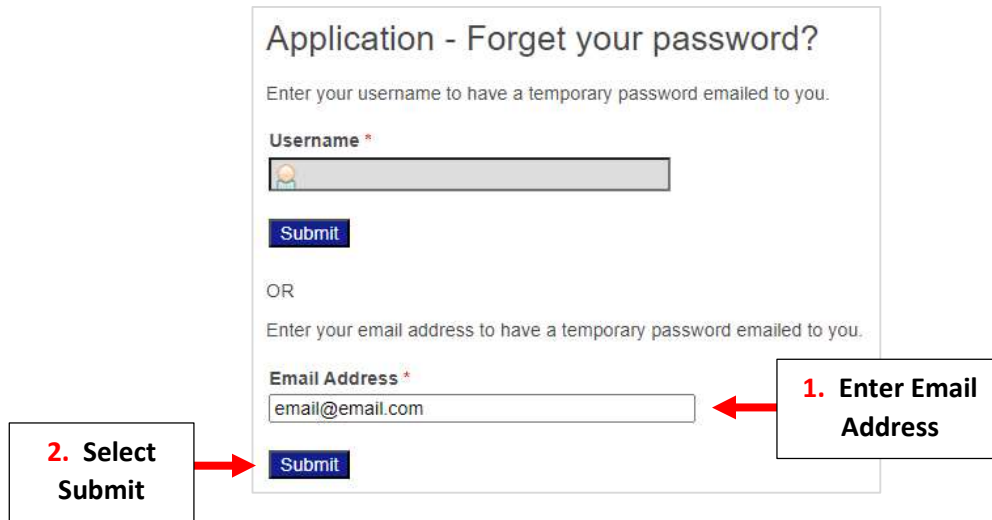
The screenshot shows the top navigation bar of the school's website. The menu items are: Back to School Website, Admissions Online, Request Information, Create an Account, Application, and Forgot Password. The 'Application' link is highlighted with a red box. A red arrow points from a box labeled 'Select Application' to the 'Application' link. Below the navigation bar is a blue banner with the school's logo on the left and the text 'My Catholic School' on the right.

Select **"Forgot your Password Link"**



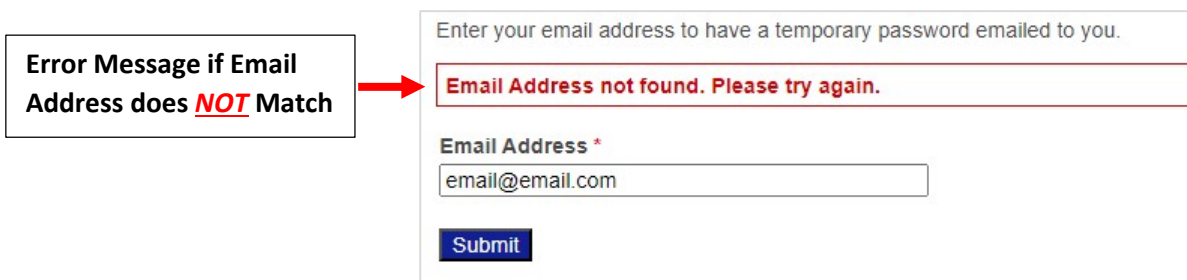
The screenshot shows the 'Log In' section of the website. It includes a heading 'Log In', a prompt 'Please enter your username and password.', and two input fields: 'Username *' and 'Password *'. Below the fields is a 'Log In' button. At the bottom of the section are two links: 'Forgot your password?' and 'Create an Account'. A red arrow points from a box labeled 'Select "Forgot your Password Link"' to the 'Forgot your password?' link.

Enter **Email Address** Previously Used and Select **Submit**. ****Please Allow Several Minutes for Email to Arrive****



The screenshot shows the 'Application - Forget your password?' page. It has a heading and a prompt: 'Enter your username to have a temporary password emailed to you.' Below this is a 'Username *' input field and a 'Submit' button. Underneath is the word 'OR' and another prompt: 'Enter your email address to have a temporary password emailed to you.' Below this is an 'Email Address *' input field containing 'email@email.com' and a 'Submit' button. A box labeled '1. Enter Email Address' has a red arrow pointing to the email input field. Another box labeled '2. Select Submit' has a red arrow pointing to the submit button.

An **Error Message** will Display if Email does **NOT Match**



The screenshot shows the same 'Application - Forget your password?' page as above, but with an error message displayed in a red-bordered box above the email input field. The error message reads: 'Email Address not found. Please try again.' A box on the left labeled 'Error Message if Email Address does NOT Match' has a red arrow pointing to the error message box. The email input field still contains 'email@email.com' and the 'Submit' button is visible below it.