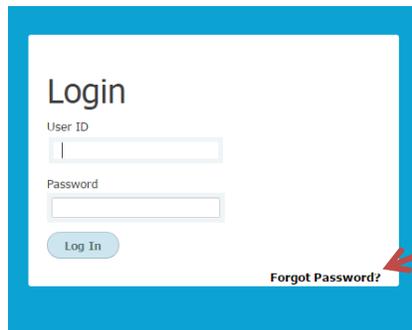
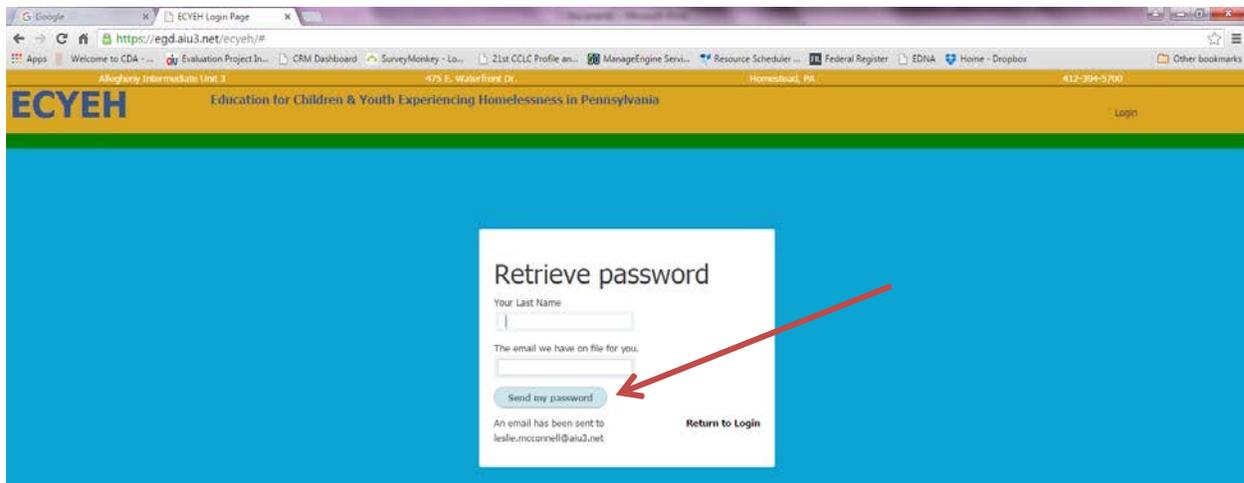


## ECYEH Data QUICK GUIDE: **Reset My Password**

If you cannot remember your password, click the **Forgot Password?** link in the bottom corner of the login window.



A Retrieve Password window will appear. Enter your last name and your full email address. Click **Send my password**. You will notice that a message appears below the button indicating that an email has been sent after clicking the **Send my password** button.



You will receive an email containing a temporary password.

Go back to the ECYEH system login screen to enter your email and the temporary password. You will proceed to a user update screen where you will change your password. Remember, passwords:

- Cannot be the same as the old password
- Must contain one of these special characters: @ + \ / ! # \$ ? : &
- Must contain at least one upper case letter
- Must be 8 to 20 characters long

Allegheny Intermediate Unit 3 475 E. Waterfro

# ECYEH

Education for Children & Youth Experiencing Ho

Home Entry Re

**PLEASE CHANGE YOUR PASSWORD.**

Select a User to edit: a last name, a first name ▼

User/Login ID: leslie.mccconnell@aiu3.net

Last Name: McConnell

First Name: Leslie

Organization: AIU3

Old Password:

New Password:

Confirm New Password:

First and Last Name are required.  
If Changing your password, you must enter your old password, the new password and re-type the new password.  
The new password:

- Cannot be the same as the old password.
- Must contain one of these special characters @ + \ ! # \$ ? : &
- Must contain at least one upper case character.
- Must be 8 to 20 characters long.

Submit