

# Password reset

You can use this quick reference as reminder of the basic steps for resetting your password/password phrase if you forget your password/password phrase when you try to log in to Access Online.

## Welcome to Access Online!

Please enter the information below and login to

**Organization Short Name:**

**User ID:**

**Password:**

[Login](#)

[Forgot your password?](#)

[Register Online](#)

1. If you forget your password/password phrase, type your organization short name and user ID.
2. Click the **Forgot your password?** link.

## Login Forgot Password

Enter the response to your authentication question  
contact your program administrator.

**User ID:** blmpa3  
**Organization Short Name:** BLLM

**Authentication Question:** Who was your first em

**Enter the response to your Authentication Qu**

[Continue](#)

[<<Back to Login](#)

3. Type your authentication question answer.
4. Click **Continue**.

*Tip!* Access Online randomly selects and presents one of your three authentication questions.

## Login Authentication Code

Request and then enter your authentication code  
contact your program administrator.

**User ID:** blmpa3  
**Organization Short Name:** BLLM

**Request an Authentication Code:**  
[Send a Code](#)

[<<Back to Login](#)

5. Click **Send a Code**.

6. Wait for an email with your authentication code (good for only 20 minutes).

7. Go back to Access Online and enter the authentication code.
8. Click **Continue**.

9. Type a new password/password phrase two times.
10. Click **Save**.

**Tip!** Your organization may use passwords or password phrases. Click the **Information** icon to find out which option your organization uses and to get suggestions and requirements.

All trademarks are the property of their respective owners.

You may not reproduce this document, in whole or in part, without written permission.

CAT ID: NA

## **Survey**

Please take a few minutes to respond to a short [survey](#) on our training.