User Guide of Forgot Password for
Teacher and First Time User

1. Enter Personal Information

Enter your teacher number, pass the reCAPTCHA test and click "Confirm".

2. Send Validation Code

Select to receive validation code by either mobile phone (SMS) or personal email and click "Confirm".

3. Enter Validation Code

Enter the validation code you received and click "Confirm".

4. Update Password

Enter your new account password and click "Confirm". Once your password has been updated, a confirmation message will be shown. Acknowledgement will be sent to your mobile phone (SMS) and mailbox.
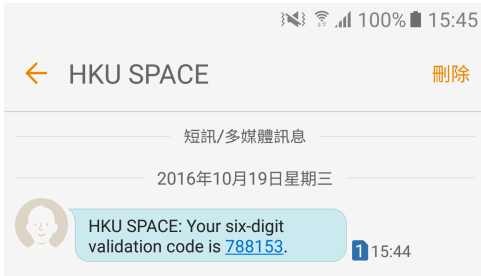
If you are first time user or you forgot your password, please complete the follwing steps to update it.

Step 1	Step 2	Step 3	**Step 4**
Enter Staff / Teacher Number	Send Validation Code	Enter Validation Code	Update Password

Step 4. Update Password

✅ Your password has been updated successfully.