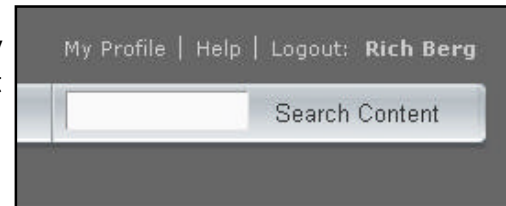


# Instructional Communications Systems

## How to Change or Get a New Password

If you need to change your password, or if you have lost or forgotten your password, you have a number of options.

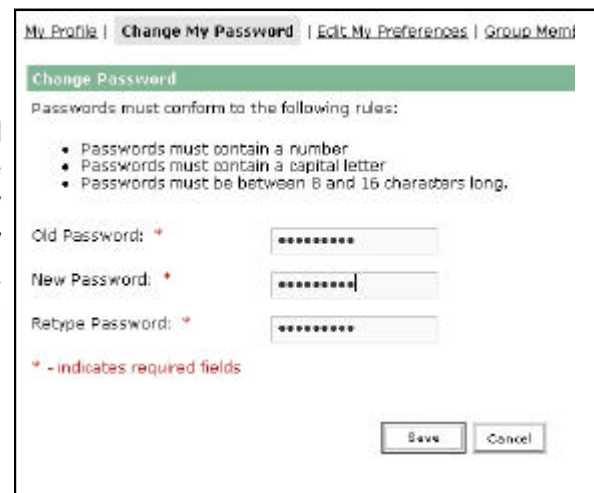
If you want to change your password on your own, simply log in to ExtendLMS and click on the link in the upper left hand corner that says My Profile.



After you click the My Profile link, the My Profile page will open. On this page, click the Change My Password link.

**My Profile** | [Change My Password](#) | [Edit My Preferences](#) |

On the Change My Password page that opens, you can change your password by typing in your old password and then the new password that you have chosen. You can only use this page if you already know what your old password is. Note that your new password will need to contain a number, contain a capital letter, and be between eight and sixteen characters long.



If you have forgotten or lost your password, you may contact ICS by calling 608-263-4262 or emailing [extendlms@ics.uwex.edu](mailto:extendlms@ics.uwex.edu). After you do this, you will receive an email with a link in it that you can use to set your new password.

Hello Rich Berg,

A request to reset the password for your Macromedia Breeze account has been received. To complete this request, please browse to the following link to reset your password:

<http://extendlms.ics.uwex.edu/system/login/reset/new-password?password-key=r8ky95grol>

To ensure the security of your account, this password link will be deactivated 24 hours from the original request. Should you be unable to complete your password reset within that time, please return to the Macromedia Breeze Login page to request a new link be sent.

For additional assistance, please contact your Administrator at [extendlms@ics.uwex.edu](mailto:extendlms@ics.uwex.edu).

If you'd like to learn more about Macromedia Breeze, please visit the following resources:

Macromedia Breeze Resource Center (tutorials, best practices, and other resources): <http://www.macromedia.com/resources/breeze/>

Macromedia Breeze Support Center (self-service and assisted support options): [http://www.macromedia.com/go/breeze\\_contact\\_support\\_en](http://www.macromedia.com/go/breeze_contact_support_en)

Macromedia Breeze Developer Center (technical resources): <http://www.macromedia.com/devnet/breeze/>

Thank you,  
[extendlms@ics.uwex.edu](mailto:extendlms@ics.uwex.edu)

## Instructional Communications Systems

If you have lost or forgotten your password, you can also go to the ExtendLMS login page and click on the "Forgot your password" link.

Login:

Password:

[Need help?](#)  
[Forgot your password?](#)

When you do this, a screen will open where you will need to enter your email to get a link to reset your password. Once you have entered your email address, click on the submit button.

To create a new user password for your account, please enter your e-mail (login) information below. You will receive an e-mail providing a link and instructions to securely set your new password.

E-mail:

If you do not want to reset your password, please click on the "Cancel" button to return to the login screen.

After you click on the Submit button, you will get a message that your request has been submitted. When you get the email, you will have 24 hours to reset your password.

Your reset password request has been submitted. You will soon receive an e-mail containing a link and instructions on setting your new password.

**NOTE:** After receiving your e-mail you will have 24 hours to use the included link to set your new password. If you have not set your password within 24 hours you will need to repeat this process.