## **PCGEducation**<sup>™</sup> Changing and Recovering Your Password

## PCG Terms

Account Information – Information provided by the user to verify their identity in the event of account recovery

Account Disabled – An account is locked if a user attempts to login UNSUCCESSFULLY three times. Recover Password – The process to reactivate a disabled account and reset the password. This process eliminates the need to contact any for assistance, but is dependent on the Account Information.

TO DO LIST 1. Log in. N N N N N N N N N N N 2. Click on the Change Password button. 3. Know how to recover password.

Login with your username and password.





Click the **Change Password** button on the Main Menu.

## 🔯 Account Information × Enter ALL Account Information required assword Requirements: in this screen. Must contain at least 6 characters \*Note the password requirements displayed in the green area. These may vary by district, so be sure to read them.\* New Password \* Confirm Password \* Security Question \* • When all fields are completed, click the Save button. Security Response \* Email Zipcode 75006 DOB 01/01/1970 🚃 Cancel Save Please Enter Your Login Information To reactivate a disabled account, click the Recover Password link at the bottom of the login box. **PCG Education** User Name Password Reset Submit The Password Recovery Wizard will begin. Password Recovery Wizard × Enter the requested information in the screens that follow: Username Username to recover: Answer to Security Question Birthday 👸 Password Recovery Wizard (This information must be entered EXACTLY as you entered it Please answer your security question and enter your birthdate to originally.) recover/edit your password When your identifying information has been verified, the Security Question: system will open the Account Information screen. (The same screen you see when you click the Change Password button.) Answer: Birthday: proceed Enter a password in this screen and select **Save** to save. Your account is now active, and the password is set to the new password entered. submit