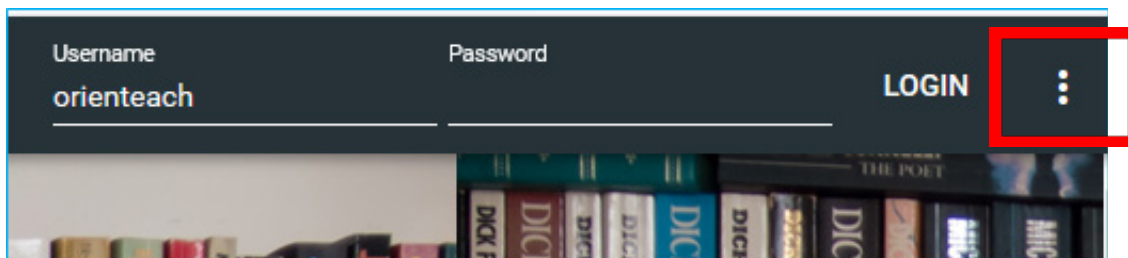
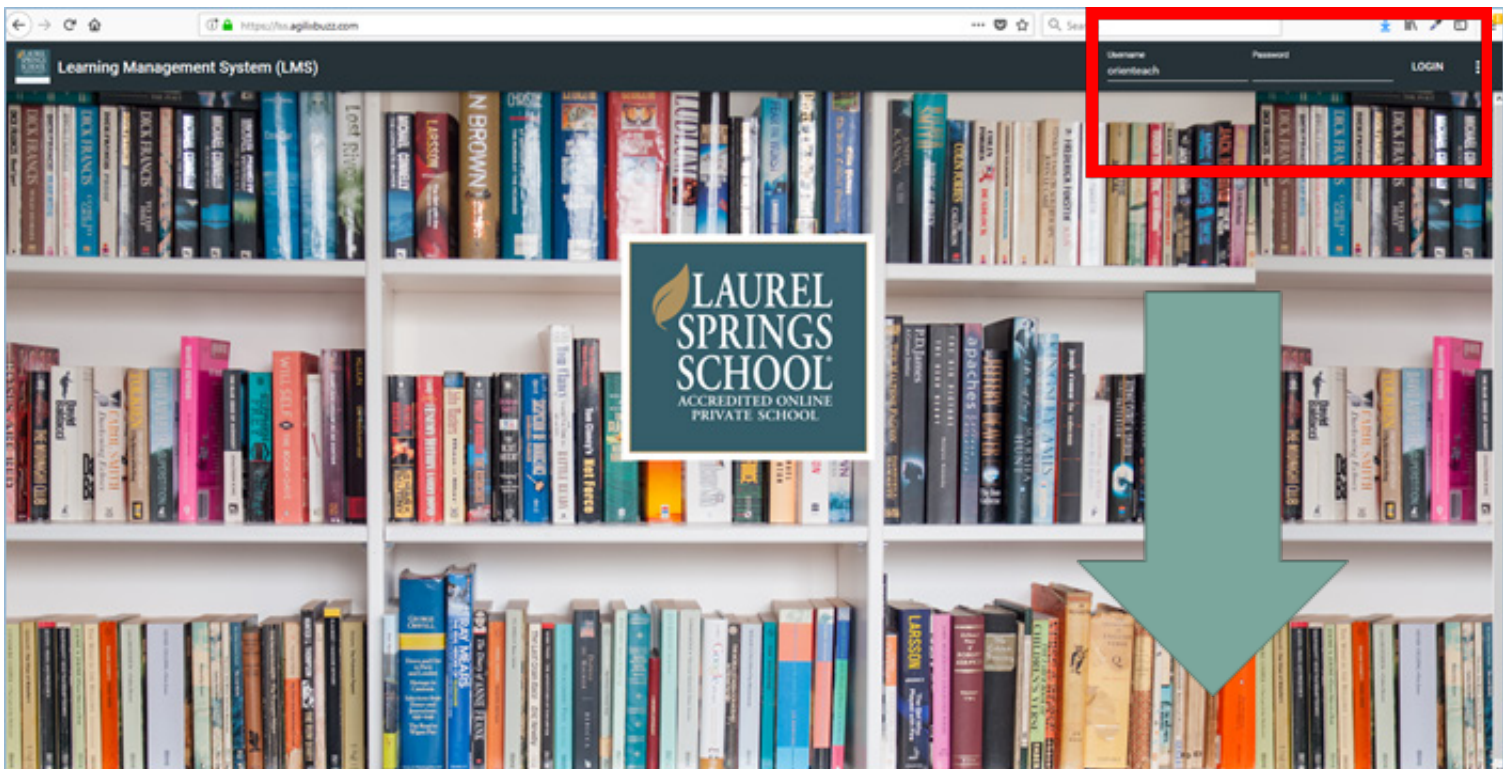


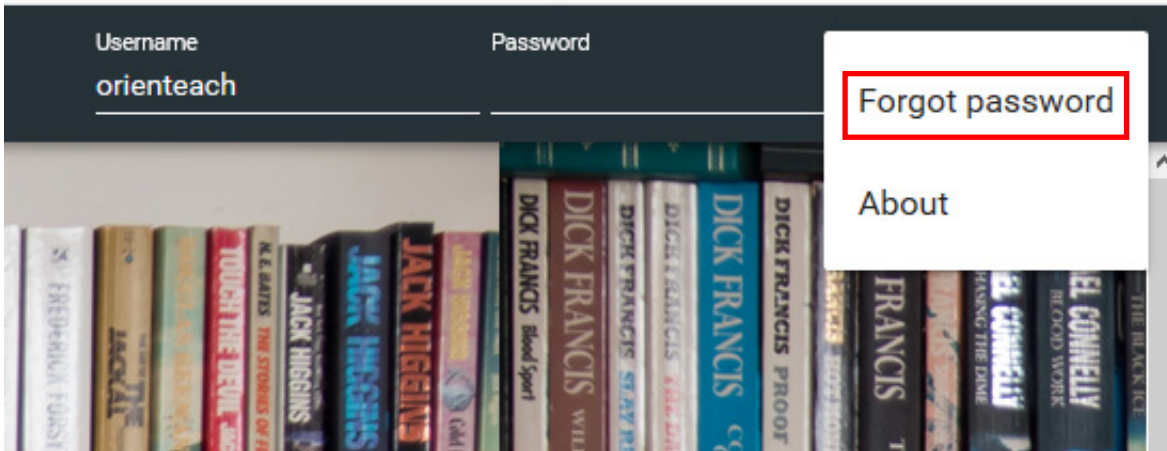
## RESETTING YOUR PASSWORD GUIDE

### Resetting Your Password

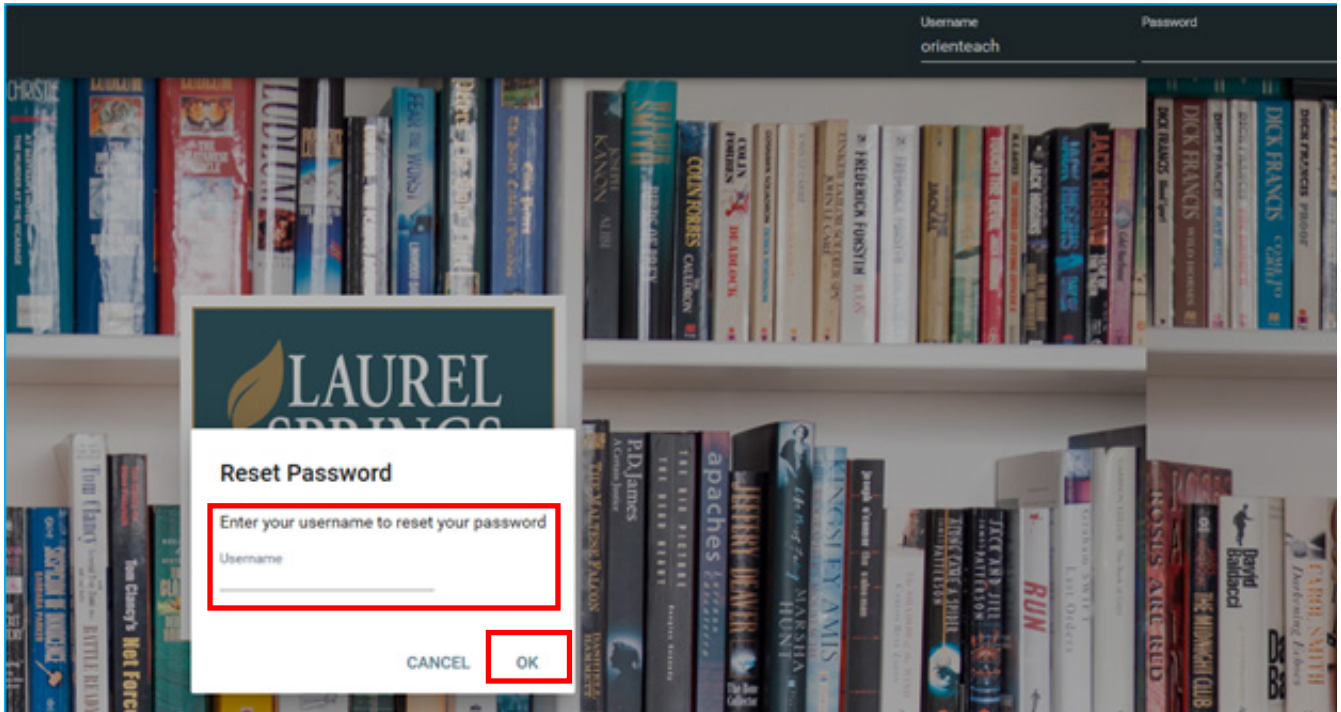
(A video of this guide can be accessed at <https://www.youtube.com/watch?v=MQJtg85IUA8>)

1. Go to <https://lss.agilixbuzz.com>.
2. Enter your Username.
3. Select the three vertical dots in the top right corner.



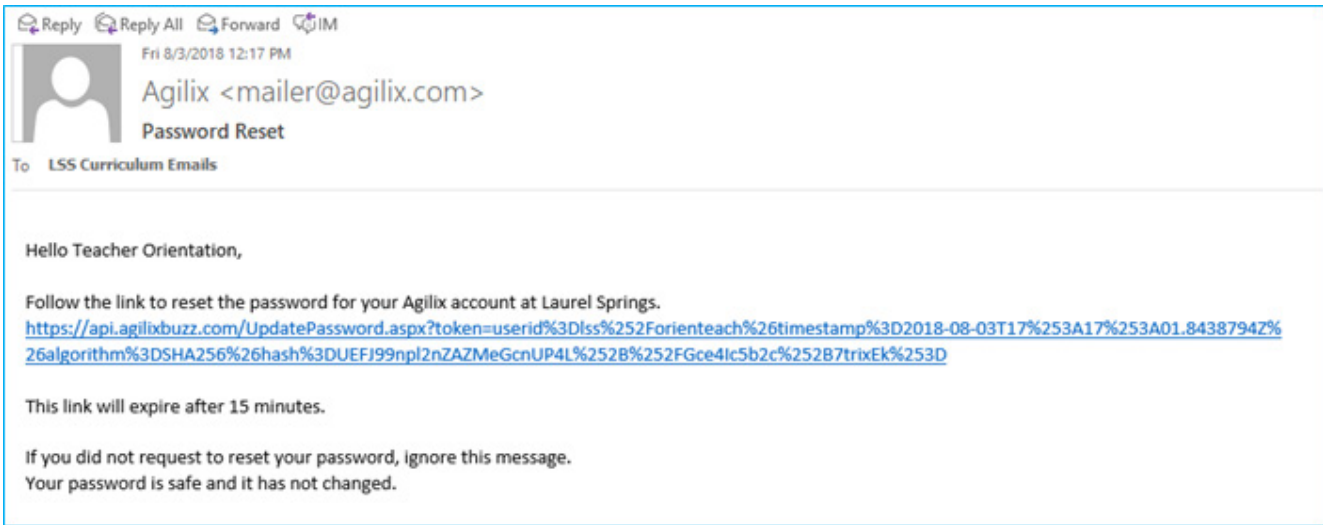


4. Select **Forgot password**; then enter your username in the pop-up box and select **OK**.

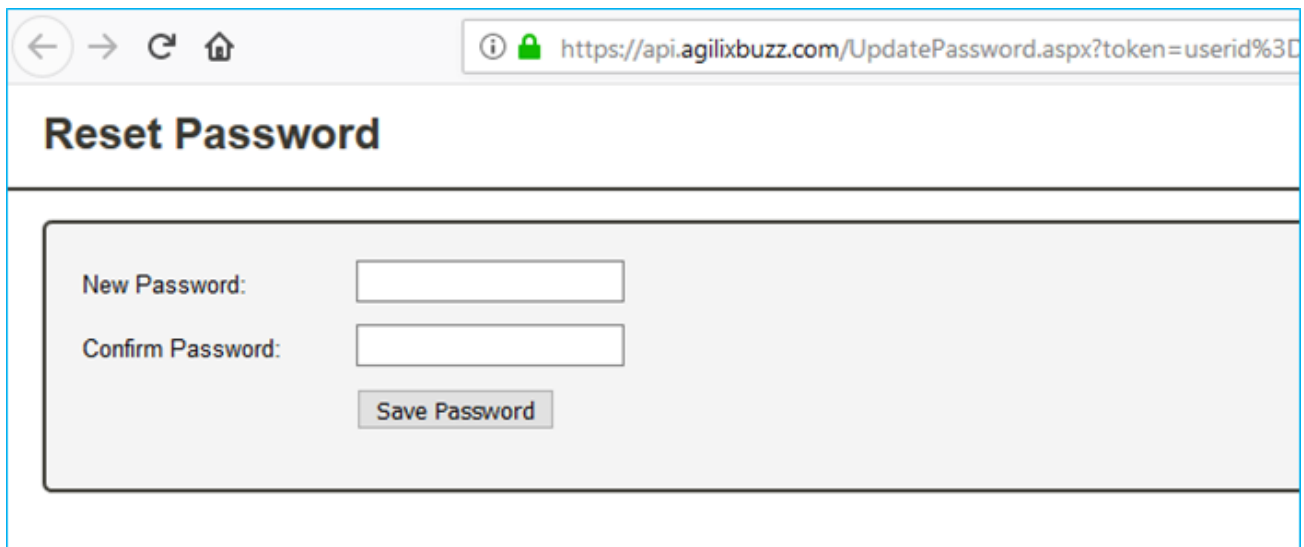


5. You will see a message telling you the reset message was sent to your email address. It is sent to the email address you used to register at Laurel Springs. You will have 15 minutes to go to your email and reset the password. If you wait longer than 15 minutes, you will need to complete steps 1-4 again.

### An Example of the Password Reset Email



6. Click the link in the email or paste it into your browser.



7. Enter your new password and re-enter the same password in the confirm field. Then select **Save Password**. You should only use numbers and letters in your password.

## Reset Password

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New Password:

Confirm Password:

8. After entering your new password, you'll receive a message that your password has been changed. You can now login with your new password at <https://lss.agilixbuzz.com>.

## Reset Password

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New Password:

Confirm Password:

Password changed.