

RESETTING YOUR PASSWORD GUIDE

Resetting Your Password

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

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







Username orienteach	Password	Forgot password
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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

Q Reply	Reply All 😂 Forward 🖾 IM Fri 8/3/2018 12:17 PM			
	Agilix <mailer@agilix.com></mailer@agilix.com>			
	Password Reset			
To LSS Curriculum Emails				
Hello Teacher Orientation, Follow the link to reset the password for your Agilix account at Laurel Springs. https://api.agilixbuzz.com/UpdatePassword.aspx?token=userid%3Dlss%252Forienteach%26timestamp%3D2018-08-03T17%253A17%253A01.8438794Z% 26algorithm%3DSHA256%26hash%3DUEFJ99npl2nZAZMeGcnUP4L%252B%252FGce4lc5b2c%252B7trixEk%253D This link will expire after 15 minutes. If you did not request to reset your password, ignore this message. Your password is safe and it has not changed.				

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

\leftarrow \rightarrow C \textcircled{a}	③ ▲ https://api.agilixbuzz.com/UpdatePassword.aspx?token=userid%3D
Reset Passwo	ord
New Password:	
Confirm Password:	Save Password

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		
New Password:	•••••	
Confirm Password:	•••••	
	Save 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		
New Password:	•••••	
Confirm Password:	Save Password	
Password changed.	Save Fassworu	