## 1.4 Forgot Password

- 1. If you have forgotten your login password, go to the CTOS ID website and click on *Log In* under the main menu on left [Image 1.4a]
- 2. Click on *Forget your password?* in the log in window [Image 1.4b]
- 3. Key in your *CTOS Identity Login ID* [Image 1.4c]
- 4. Click *Click here to reset password* to continue
- You are allowed to reset your password by answering the *Security Question* or requesting for the *Access Code*

## **Option 1: Reset Password via Security Question**

- 1. Click on *Ask me my security question* [Image 1.4d]
- 2. Key in the *Security Answer* [Image 1.4e]
- 3. Click *Click here to verify my security answer* to continue
- 4. Key in your *New Password* and re-enter the *New Password* for confirmation, after the security answer verification [Image 1.4f]
- 5. Click *Confirm Change Password* to complete the password reset

## **Option 2: Reset Password via Access Code**

- 1. Click on *I want to request an access code* [Image 1.4h]
- Make the selection of way to send the access code, either via email or SMS [Image 1.4i]
- 3. Click on the option available
- 4. You may retrieve the access code from your personal email or mobile number that recorded in your CID profile previously.
- 5. Key in the *Access Code* [Image 1.4j]
- 6. Verify the access code by clicking the button
- Key in your *New Password* and re-enter the *New Password* for confirmation, after the security answer verification [Image 1.4k]
- 8. Click *Confirm Change Password* to complete the password reset

## \*\* Changing password will also automatically change your password for CTOS Identity email.























	▼ Welcome	CTOS Identity - Forgotten Password
		CTOS Identity (CID) Reset Password Access Code
	🟫 Home	
	📇 Contact Us	Email containing your access code has been sent to
	🖂 CTOS ID Email	You have requested password reset. Please enter access code as below for verification.
		CTOS Identity (CID) Login ID : 123456789012
		Access Code :
		Click here to verify my access code
		Show me my options to reset password Co
Image 1.4k:	<b>C/1/)</b> \$*	
		CTOS Identity - Forgotten Password
	• weicome	Reset Password
	A Home	
	📕 Login 🆰 Register CID	
	🔁 Contact Us 🖂 CTOS ID Email	Verification of the security answer/access code is successful. You can now create a new password for your CID
		CTOS Identity (CID) Login ID : 123456789012
		New Password :
		Please enter again the new password for confirmation
		Confirm New Password :
		Changing of the CID password will automatically change your password for the CTOS Identity (CID) email login password.
		Click here to confirm change password





• You have successfully change your password. You may login again with your new password created.