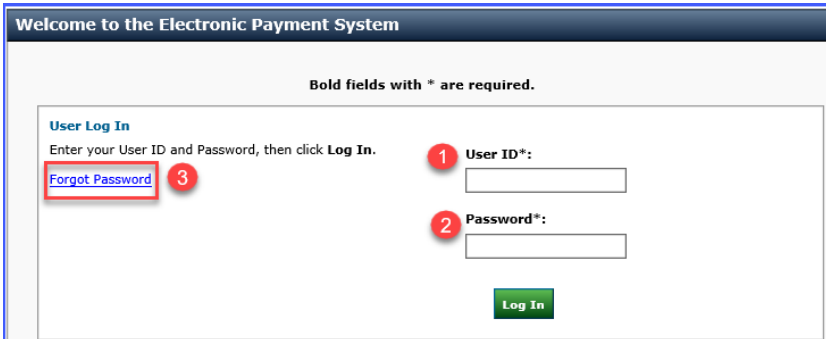**I forgot my password, what do I do?**

As a registered user, you may request to have your password reset from the Log In screen.
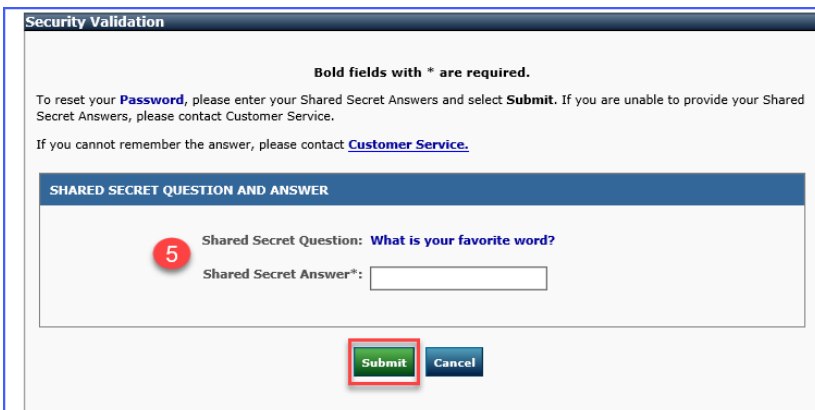
1. Enter your User ID

2. Enter your Password

3. Click on **Forgot Password** to go to Forgot Password

4. Enter Email address or User ID → click **Submit** to go to Shared Secret Question and Answer
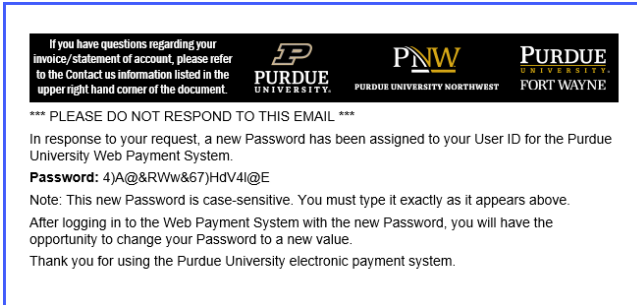

5. Enter Shared Secret Question Answer → click **Submit**

6. You will receive an email : <u>In response to your rquest, a new Password has been assigned to your User ID for the Purdue Univeristy Web Payment System.</u>

7. Return to the log in page, https://purdue.university/onlinepay, enter your User ID and new password.

8. You will be instructed to change the password.