

FORGOT PASSWORD

1. If you have forgotten your password and would like to reset it yourself, click on the **Forgot Password** link on the **Login Screen**.

2. The **AVI-Forgot Password** screen will open.

3. Enter your username and email. Click **Send**.

4. The following message will appear.

5. You will receive an email from AVI Scheduler. This will contain a temporary password to log into the system. You will be prompted to enter a new password that is unique to your username. If you do not receive the email within 30 minutes, check your junk mail.
6. Log in with the temporary password and your username.