

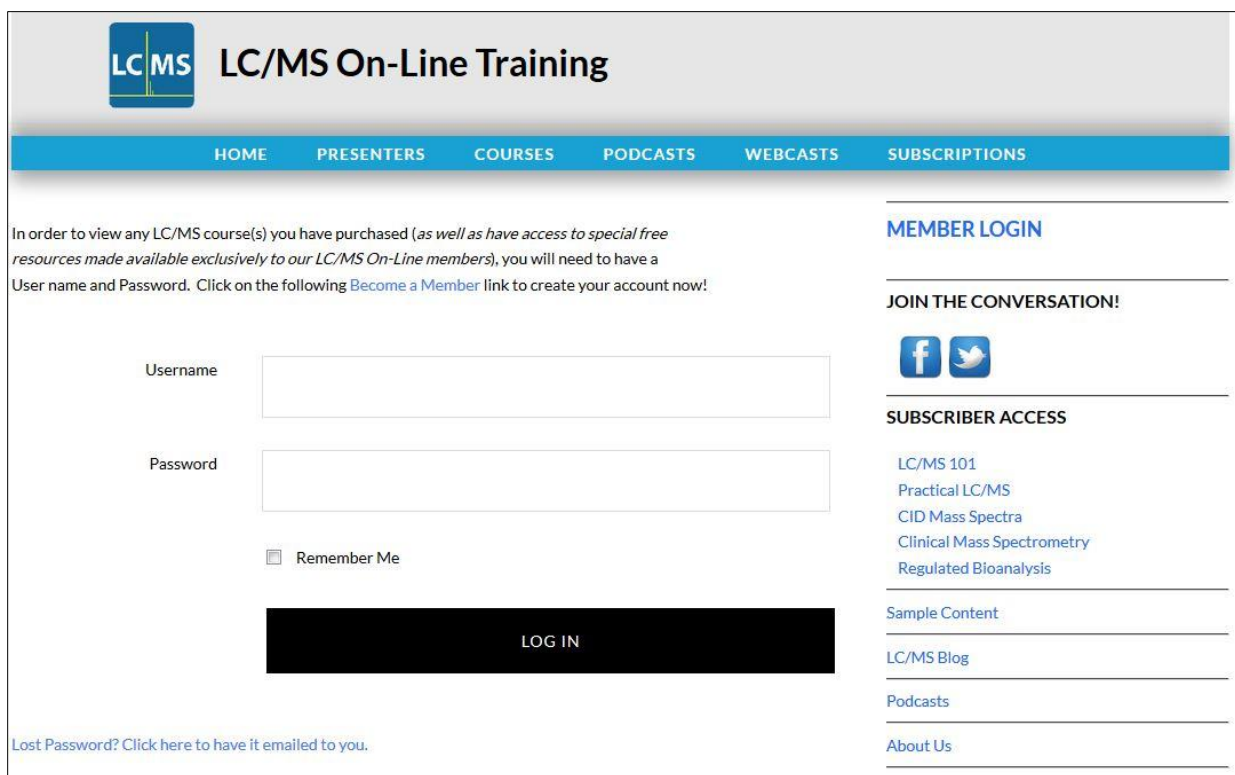
Resetting your LCMS-Online-Training Password

If you are having problems getting access to the LCMS-Online-Training site and need to reset your password, follow the steps outlined below.

First, remember that passwords are CASE SENSITIVE. If you make the password something like 'NewPassword' and you enter 'newpassword,' you will not be able to log in. You must enter the password EXACTLY as you created it, i.e. 'NewPassword.'

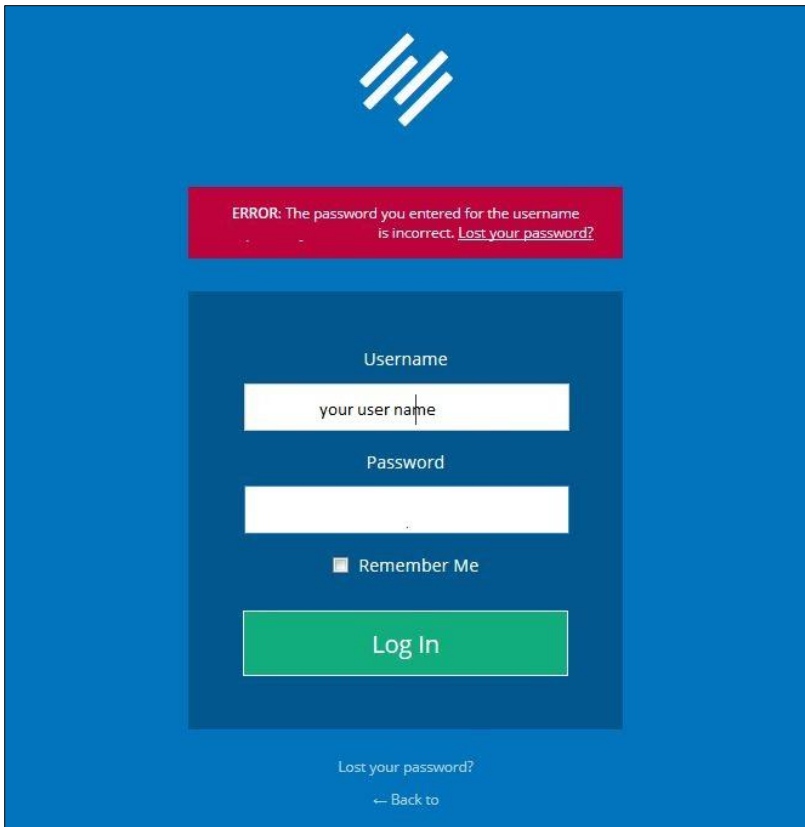
From the main web site home page at <http://lcms-online-training.com>, press the 'Member Login' link at the top of the sidebar on the right side of the page.

This will display the following screen:



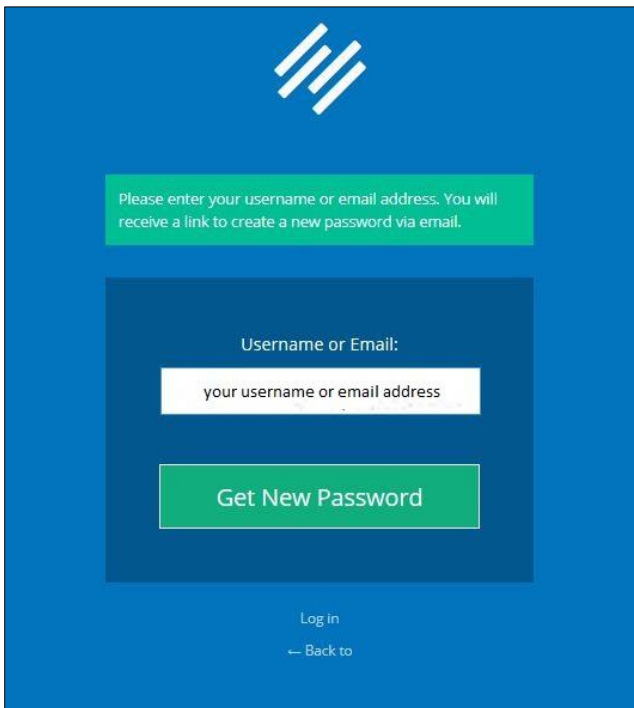
The screenshot shows the LC/MS On-Line Training website's member login interface. At the top, there is a navigation bar with links for HOME, PRESENTERS, COURSES, PODCASTS, WEBCASTS, and SUBSCRIPTIONS. Below the navigation bar, a message states: "In order to view any LC/MS course(s) you have purchased (as well as have access to special free resources made available exclusively to our LC/MS On-Line members), you will need to have a User name and Password. Click on the following [Become a Member](#) link to create your account now!". The login form includes a "Username" field, a "Password" field, and a "Remember Me" checkbox. A prominent black "LOG IN" button is located below the form. To the right of the login form, there is a "MEMBER LOGIN" section, a "JOIN THE CONVERSATION!" section with Facebook and Twitter social media icons, and a "SUBSCRIBER ACCESS" section with links to "LC/MS 101", "Practical LC/MS", "CID Mass Spectra", "Clinical Mass Spectrometry", and "Regulated Bioanalysis". Below these are links for "Sample Content", "LC/MS Blog", "Podcasts", and "About Us". At the bottom left of the page, there is a link: "Lost Password? Click here to have it emailed to you."

If you enter the wrong password and click the 'LOG IN' button you will see the following page:



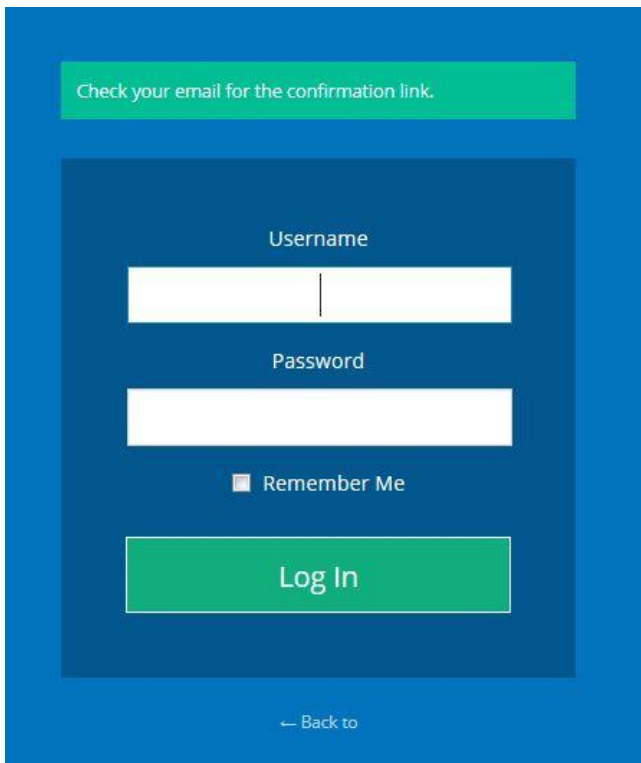
At this point you can try your password again in the event you merely mistyped it. If you realize you can't remember your password and want to reset it, click on the 'Lost your password?' link at the bottom of the page. Make sure that your user name / email is entered in the text box and that it is correct.

Pressing the 'Lost your password?' link displays the following screen:



Make sure you enter your correct user name / email address.

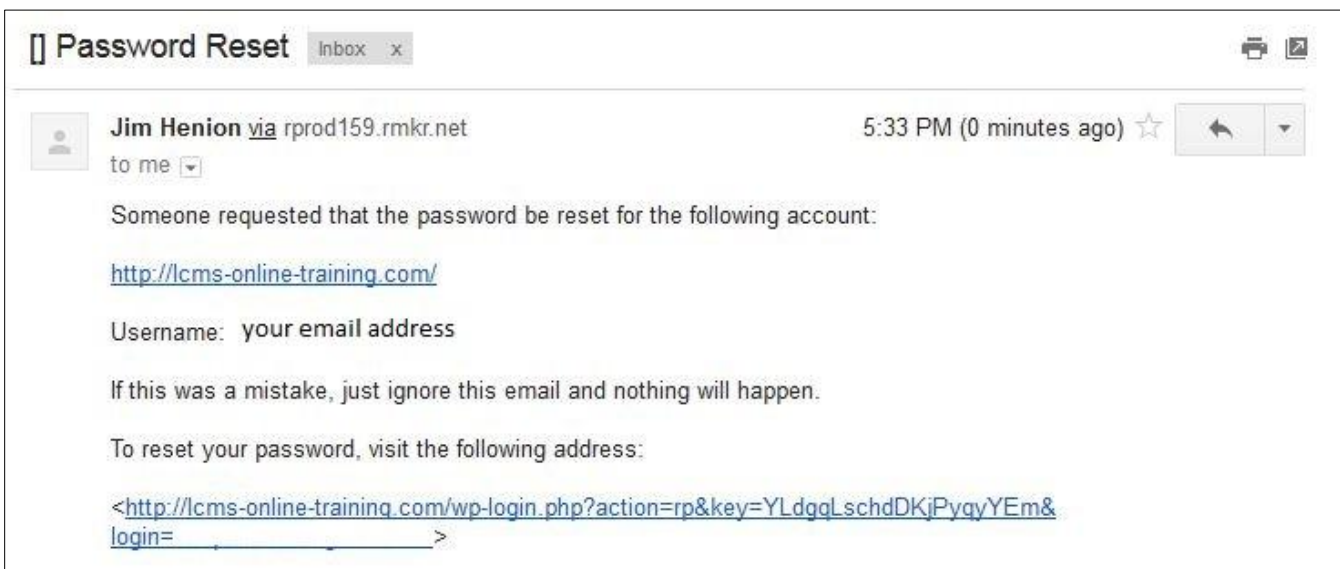
Click on the 'Get New Password' button. You should see the following:



Note the green message at the top: 'Check your email for the confirmation link'.

Log in to your email account; find and open the message. It will be from Jim Henion and have the subject 'Password Reset.'

The email should look like the following:



Note the link at the bottom of the message. Click this link and you should see the following:



Enter your new password below.

New password

●●●●●●●●●●●●●●●●

7Rqll2T%bD1zCf2K

Strong

Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ & .

Reset Password

Log in

The system creates a completely incomprehensible password.

Since you will no doubt prefer to create you own and more more easily remembered password, replace the row of dots in the top most white text box with your new password.

Enter your new password below.

New password

●●●●●●●●●●

newpassword

Very weak

Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ &).

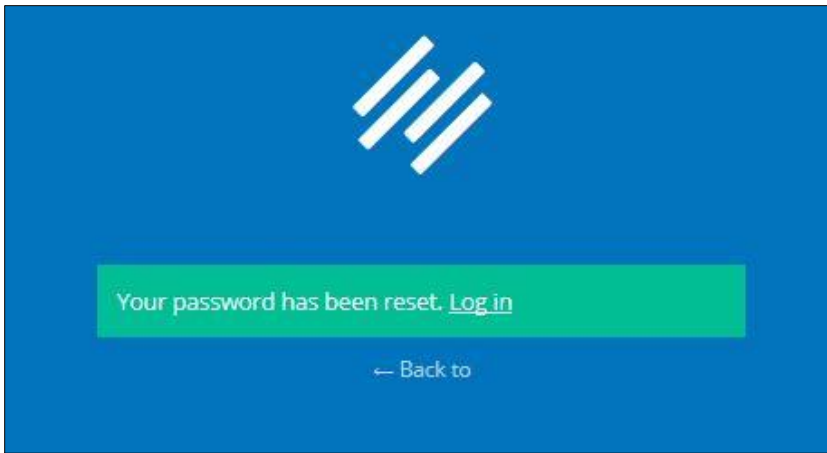
Reset Password

Log in

As you type in your new password, the characters you enter will be replaced with black dots. The password is echoed in the next lower white box. The second box is supposed to be a verification of what you entered in the first box. Kind of strange; but that's the way it works.

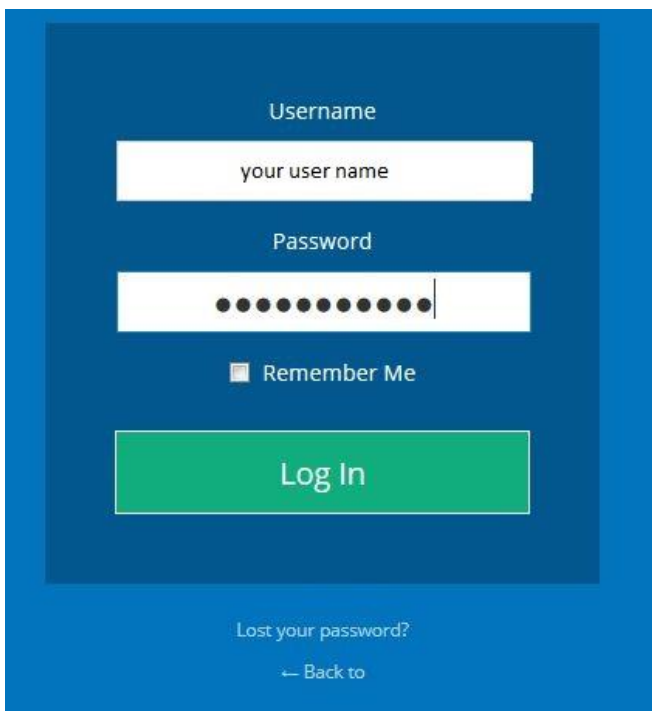
Note the new password in the above example is 'newpassword'. Also note that the password is considered to be 'Very weak'. There is nothing to prevent you from using this as your password but you may want to try for something a little more secure. Use the guidelines just below the 'Very weak' notification to create a better password.

Click the 'Reset Password' button when you are ready. You should now see the following:



Note that there is a 'Log in' link within the green box.

Click it. You should see the following:



Enter your Username and the new password in to the appropriate text boxes.

Click the 'Log In' button.

You should now be logged in to the LCMS-Online-Training web site and see your name and Username at the the top-right under the 'Member Login / Logout' line