RESET PASSWORD

PLEASE NOTE: You must click the buttons on the screen; do not use the enter key.

1. Forgot password: https://www.teachgeorgia.org/forgot.aspx
2. Click the Forgot Password tab
3. Enter your username (if you do not know your username, see the Retrieve Username section)
4. Click Go to step 2

5. Enter your security question answer.
6. Click Go to step 3
7. If your email address is correct, click the finalize button (if not, see Resetting Password section).

8. When you are successful, you will see the message below.

9. Retrieve the reset password email and follow those steps.
1. Forgot password: https://www.teachgeorgia.org/forgot.aspx
2. Click the **Forgot Username** tab
3. Enter your Social Security Number and the first and last names you used to register the account

   ![Forgot Username Form]

4. Click **Submit**

5. Confirm the correct email address by clicking the **Finalize** button, or click the **Update E-mail address** link, if needed.

6. When successful, you will see

   ![Username Confirmation]

7. Retrieve the email with your username and continue the sign in process.
SETTING AND RESETTING SECURITY QUESTIONS & ANSWERS

If you do not know or did not set a security answer, you will need to (re)set your question and answer before you can retrieve your password.

1. Forgot password: https://www.teachgeorgia.org/forgot.aspx
2. Click the Forgot Password tab
3. Enter your username
4. Click Go to step 2
5. Click the Forgot security answer link

6. Enter your social security number (SSN), first name and last name.
7. Click on the SUBMIT button.

6. Confirm the correct email address by clicking the Finalize button, or click the Update E-mail address link, if needed.
7. When successful, you will see

8. Retrieve the email with your username and continue the sign in process.
Resetting Email Address

If you no longer have access to the email shown in Step 3, you can update your email address to receive the reset password email.

1. From Step 3 of either the forgot password or forgot username process, click the **Update email address** link.

2. Enter your new email address and click the **Update E-mail** button.

3. You will see this confirmation message. Click the **Finalize** button.