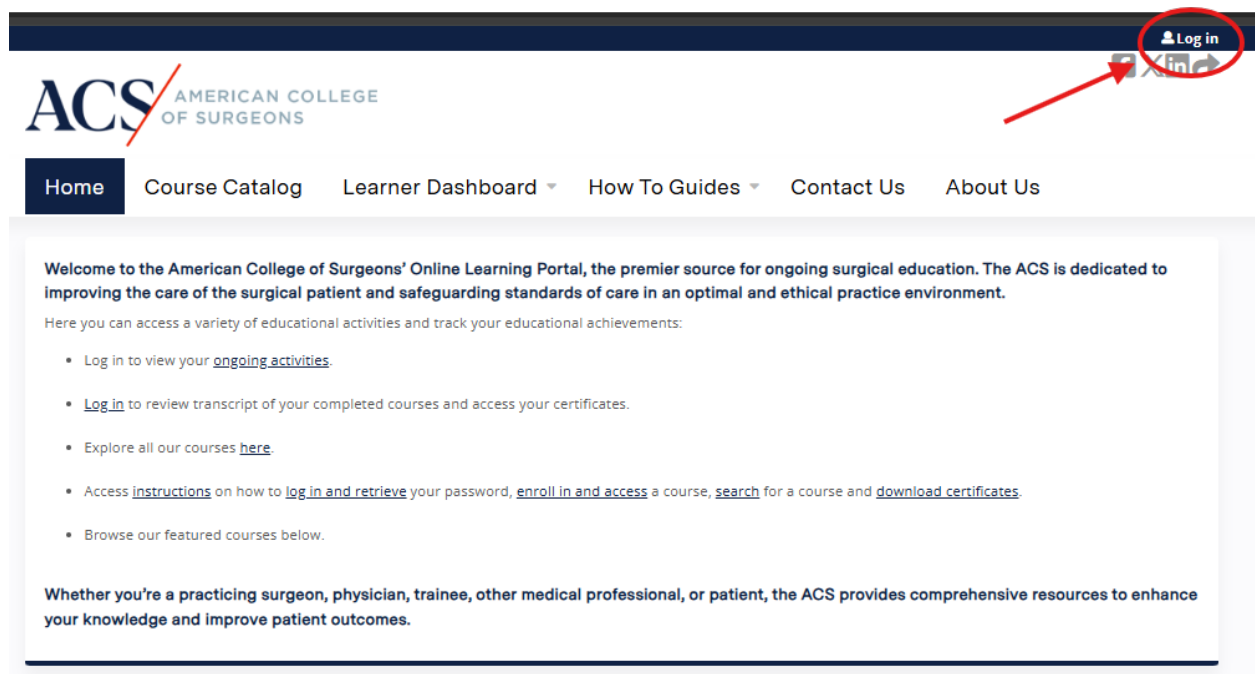
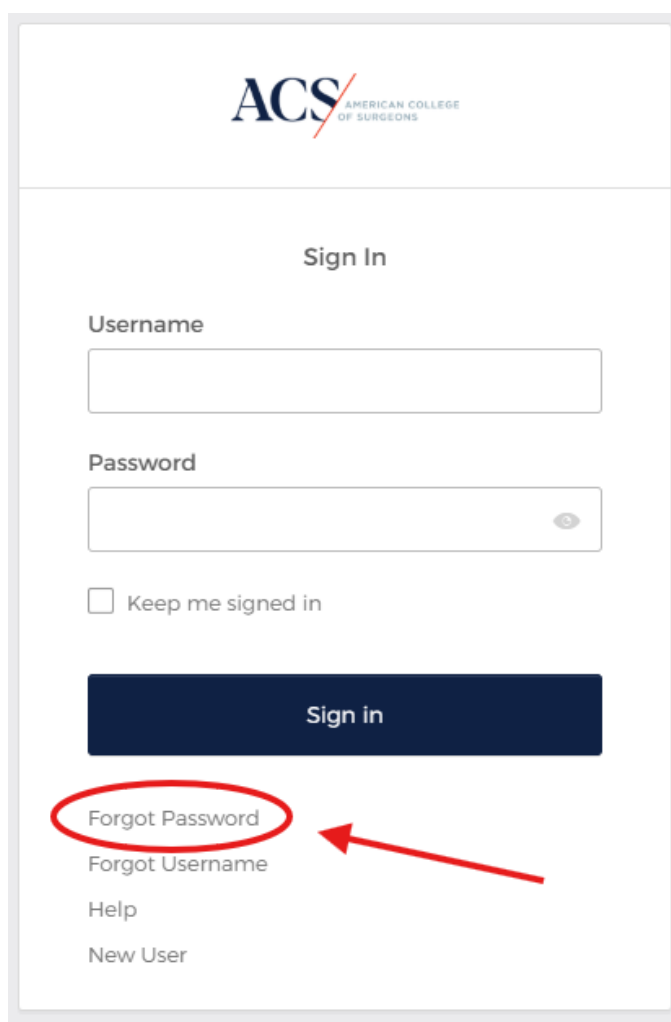


In this guide we will cover how to reset your password.

1. To login to the Learning Management system, go to <https://learning.facs.org>. Click on the “Log In” button in the top right corner to proceed to the login page.



2. Once on the login page, to change your password, click on the “Forgot Password” button.



The screenshot shows the ACS Sign In page. At the top is the ACS logo. Below it is the heading "Sign In". There are two input fields: "Username" and "Password". Below the password field is a checkbox labeled "Keep me signed in". A dark blue "Sign in" button is positioned below the checkbox. At the bottom of the form, there are four links: "Forgot Password", "Forgot Username", "Help", and "New User". The "Forgot Password" link is circled in red, and a red arrow points to it from the right.



3. To complete the password reset, enter your username or email address and click “Submit.”

ACS

AMERICAN COLLEGE  
OF SURGEONS

Login

/

Forgot Password

Please enter your username or email address. If we find a record matching your email address or username, we will send a password reset email.

Username or Email

Submit

- Once submitted, an email, from [noreply@facs.org](mailto:noreply@facs.org), with a password reset link will be sent to the email address on file. Click on the “Reset Password” button to proceed:

A screenshot of an email from the American College of Surgeons (ACS) regarding a password reset request. The email is addressed to Neil Kato. It states that a password reset request was made for his ACS account and that if he did not make this request, he should contact his system administrator immediately. Below this, it says "Click the button to reset the password for your username: 03710529". There is a dark blue button with the text "Reset Password" in white. A red arrow points to this button from the right. At the bottom, it says "This link expires in 5 minutes." The footer of the email contains social media icons for Facebook, X (Twitter), YouTube, and LinkedIn.



5. A "Forgot Password" page will appear. Enter your new password in the spaces provided and click "Submit."

ACS AMERICAN COLLEGE OF SURGEONS Login

## / Forgot Password

Resetting Password for user: 03710529

**Requirements**

- At least 8 characters in length
- At least 1 uppercase letter
- At least 1 lowercase letter
- At least 1 number
- At least 1 special character (IE: !, @, #, \$, -,)

03710529

New Password

Confirm New Password

Submit

6. If entered correctly, a message will appear indicating a successful password reset:

https://profile.facs.org/account/forgotpassword?oktakey=dfp4gB5alf2\_xHxrYlEX

ACS AMERICAN COLLEGE OF SURGEONS

## / Forgot Password

Success

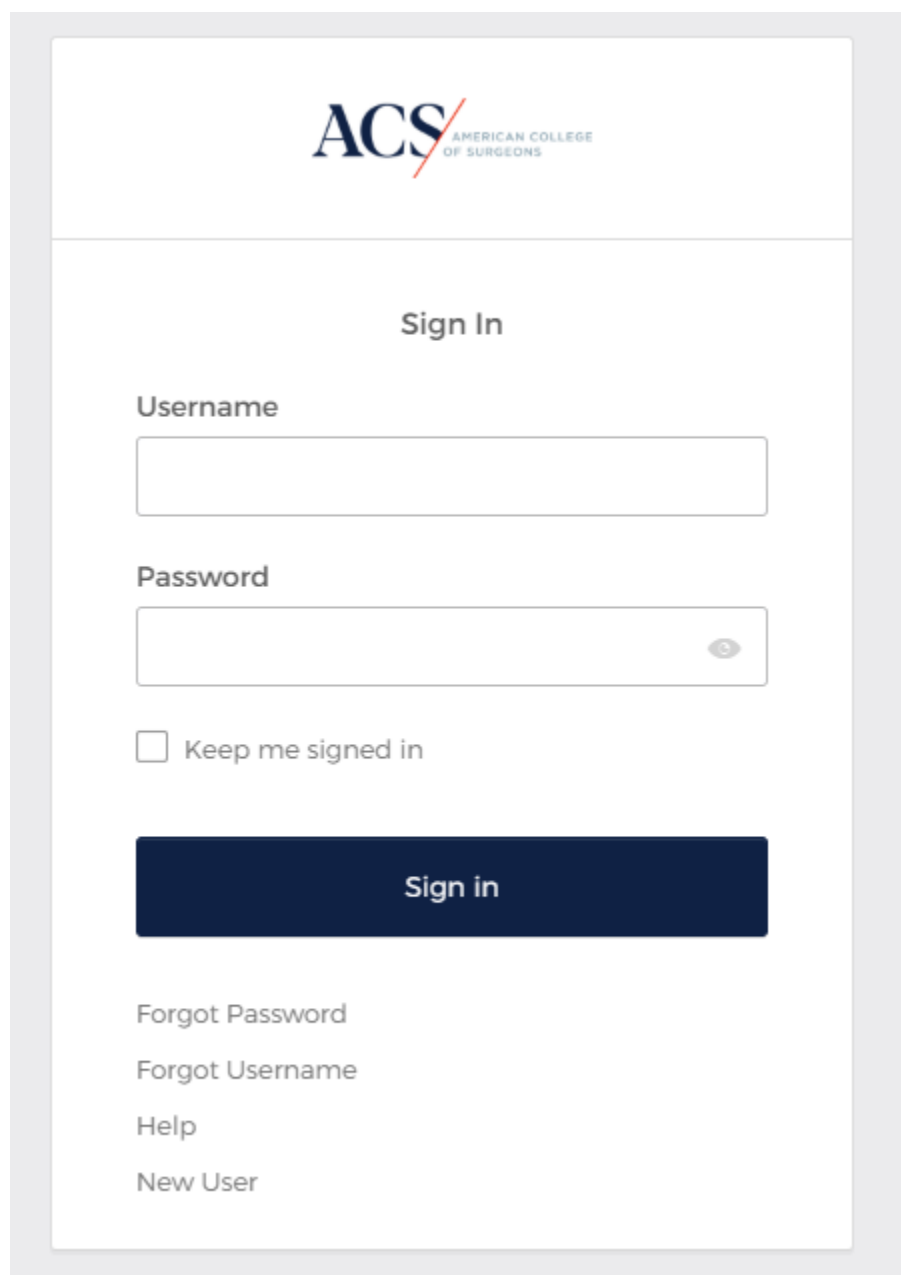
You will be automatically redirected to the login page in 5 seconds.  
[Click Here](#) if that does not happen automatically.

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Quality Programs For Surgeons For Patients



7. You can now return to the Learning Management System Login page at <https://learning.facs.org> and use your username and new password to gain access:



The screenshot shows the ACS American College of Surgeons Sign In page. At the top is the ACS logo. Below it is the title "Sign In". There are two input fields: "Username" and "Password". The "Password" field has a toggle icon (an eye) to the right. Below the input fields is a checkbox labeled "Keep me signed in". At the bottom of the form is a dark blue button labeled "Sign in". Below the button are four links: "Forgot Password", "Forgot Username", "Help", and "New User".

Please contact [traumaeducation@facs.org](mailto:traumaeducation@facs.org) with any questions.

