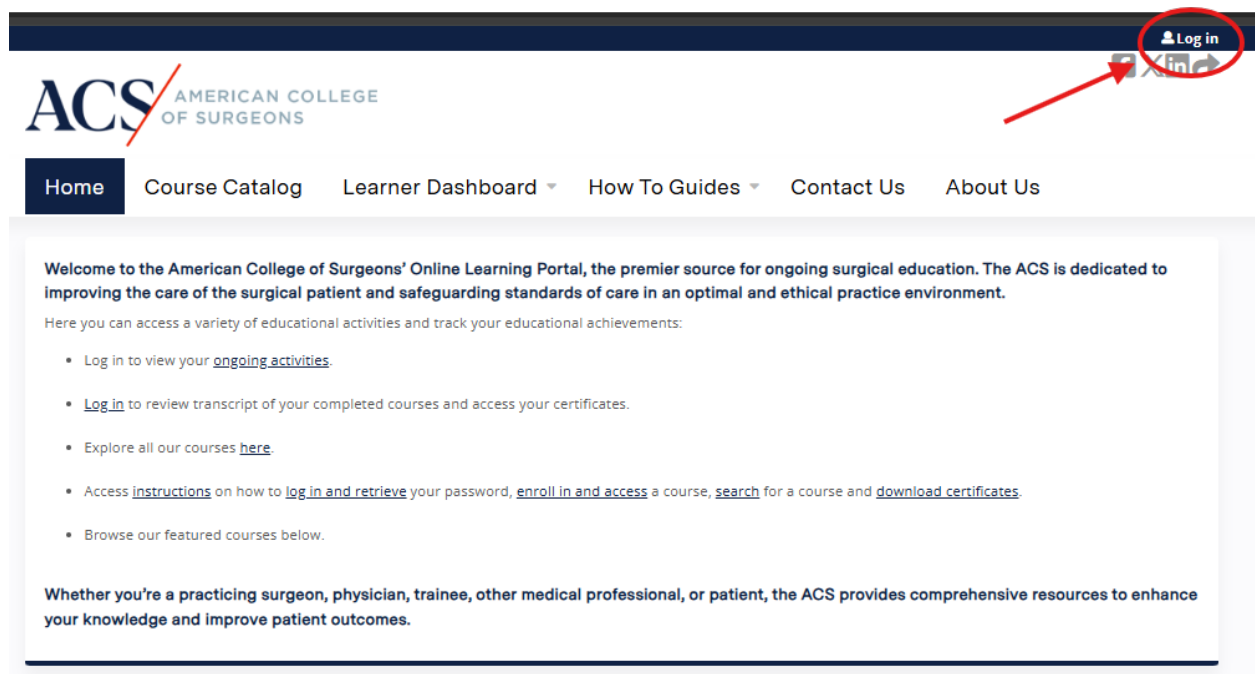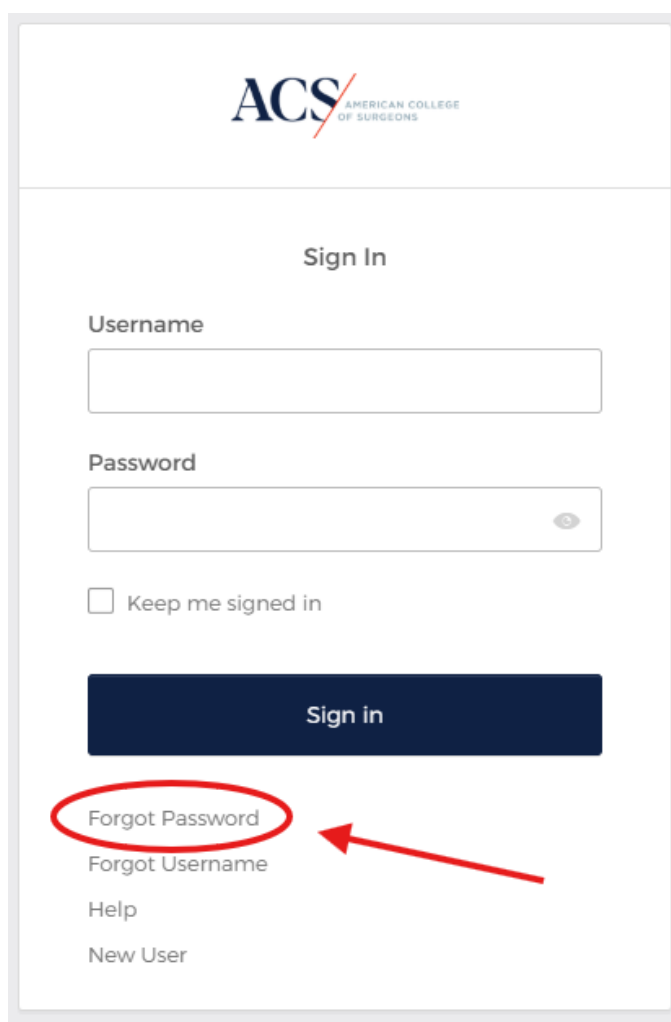In this guide we will cover how to reset your password.

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.

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

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



4. Once submitted, an email, from 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:

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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_xHxrYIEX

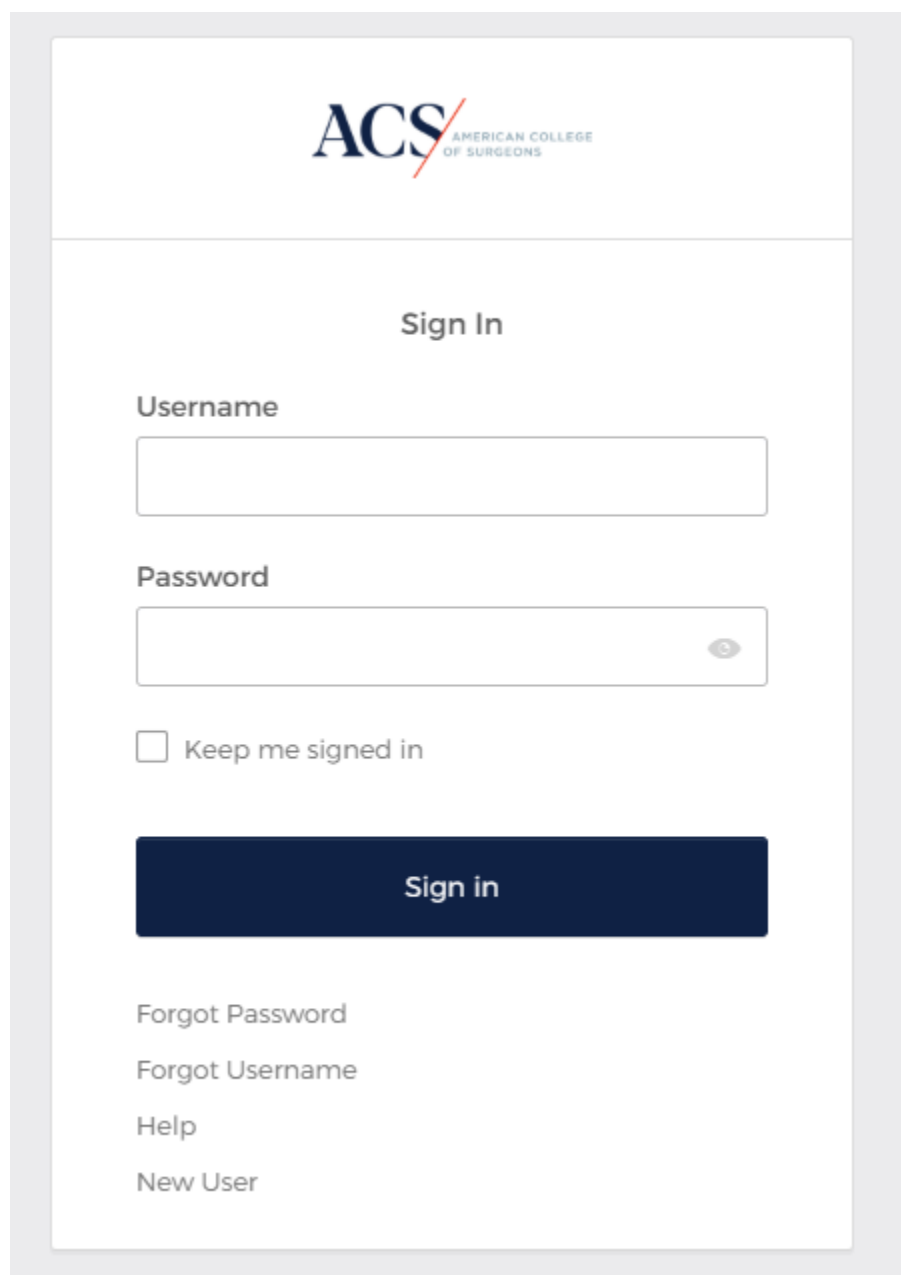**ACS** AMERICAN COLLEGE OF SURGEONS

## / 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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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: