

Resetting Your Registration Portal Password

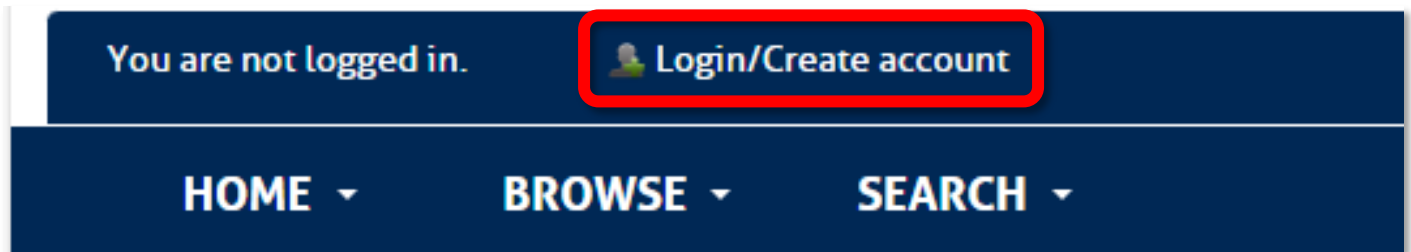
If you were set up by an OLLI staff member, your username is the first two letters of your first name and your entire last name.

Name: Jane Smith
Username: jasmith

If you are not sure about your username, please email the OLLI office: learners@hsc.wvu.edu. Make sure to put your first and last name in the email message!

Resetting Your Password

1. Go to the OLLI Registration website: <https://wvusph-olli.augusoft.net>



2. Towards the top of the page, in the yellow bar, click the link: **Login/Create account**.
3. When the page changes, scroll down to the **Sign In** section of the page. Click **Forgot your password**.

Reset Password Request

Please enter your user name and email address.

If they match the information on your profile, we will send you an email with a new password.

* denotes required fields

User name *

[Forgot your username?](#)

E-mail *

I don't have an email

I'm not a robot



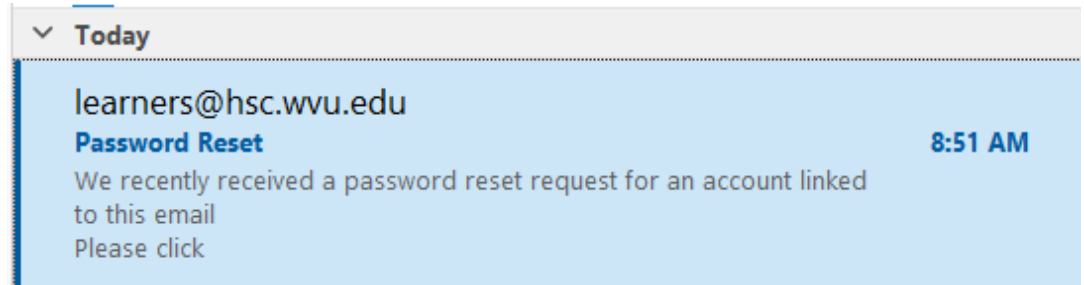
reCAPTCHA
Privacy - Terms

Submit

Cancel

4. Enter your username. (If we set up your account, your user name is most likely the first two letters of your first name, and your last name.)
5. Enter the email address you gave when your account as created (this is the email account your class reminders are sent to).
6. Place a tick in the box beside **I'm not a robot** then click **Submit**.

7. Within a few minutes, you should receive an email from **olli@hsc.wvu.edu** with the subject **password reset**.



8. Click the link in the email.
9. Enter a new password, following all the password rules:

A minimum 8 characters, must contain a number and any two of the following three: upper case, lower case, special characters (for example:)\}!@\$%^&*).

10. Click **Save**.

Change Password
Reset your password here

Password: minimum 8 characters, must contain a number and any two of the following three: upper case, lower case, special characters (for example:)\}!@\$%^&*)

Strength
□□□□

Re-enter Password

Save

11. MAKE NOTE OF YOUR NEW PASSWORD AND STORE IT IN A SECURE LOCATION.