

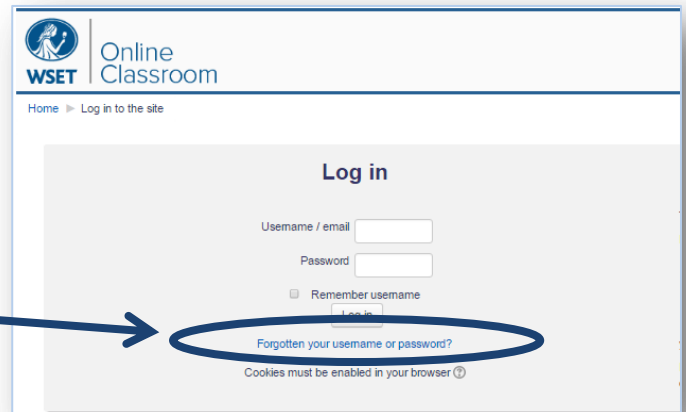
HOW TO...

RESET LOGIN DETAILS

If your students have forgotten their password or just haven't received the email with initial login details, they can reset this by following the steps outlined below:

Step 1/5:

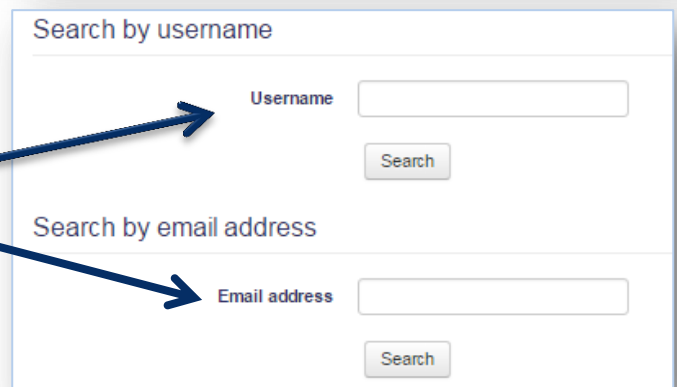
Visit <http://www.wsetonlineclassroom.com/> and click on the **'Forgotten your username or password?'** link (this can be found at the bottom of Login box)



Step 2/5:

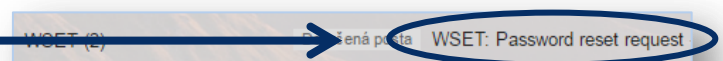
Type in username or registered email address in the relevant box, (**no need** to fill up both) then press **'Search'**.

If your students supply a correct username or email address, an email with instructions will be sent to them.



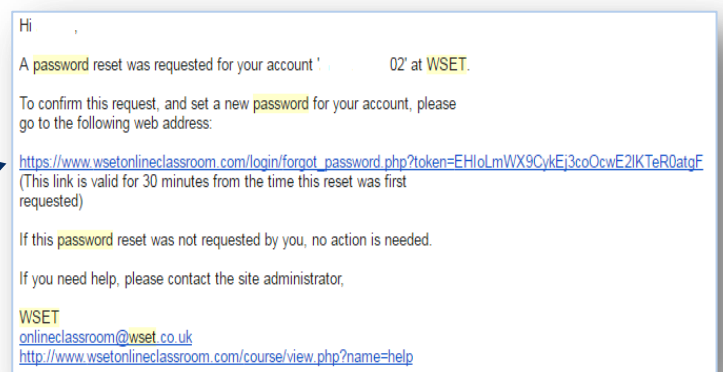
Step 3/5:

Check inbox and/or junk/spam folder. They should receive a message titled **'WSET: Password reset request'**.



Step 4/5

Open the email and then follow the link provided in the message (the first link).



Hi ,

A password reset was requested for your account ' ' 02' at WSET.

To confirm this request, and set a new password for your account, please go to the following web address:

https://www.wsetonlineclassroom.com/login/forgot_password.php?token=EHIoLmWX9CvkEj3coOcwE2IKTeR0atgF
(This link is valid for 30 minutes from the time this reset was first requested)

If this password reset was not requested by you, no action is needed.

If you need help, please contact the site administrator,

WSET
onlineclassroom@wset.co.uk
<http://www.wsetonlineclassroom.com/course/view.php?name=help>



WSET

Step 5/5

Enter and repeat a new password below, then click **'Save changes'**.

New password will be saved, and the student will be logged in.

Please enter and repeat your new password below, then click "Set password".
Your new password will be saved, and you will be logged in.

Set password

Username 02

The password must have at least 6 characters, at least 1 digit(s), at least 1 lower case letter(s)

New password*

New password (again)*