



I FORGOT MY PASSWORD

1. Go to my.batc.edu using the username emailed to you. You must know your username to request a password reset. This is your student ID. If you are not sure what this is, ask your advisor or call a Student Services Representative at (435) 753-6780.

The screenshot shows the "my.batc" logo in white and red. Below it are two input fields: "User Name:" and "Password:". To the right of the "Password:" field are two buttons: "Login" and "I forgot my password". A blue arrow points from the "I forgot my password" button to step 2 of the instructions.

2. Fill in your User Name and Click *I forgot my password*.
3. Click Send New Password and an email will be sent with a new one.

The screenshot shows a form titled "Login - Forgot Password". It displays "Username: 11605". Below this is a text box with the message: "If you have forgotten your password, we can generate a new one and send it to your e-mail address. If you select this option, your old password will no longer work." At the bottom of the form are two buttons: "Send New Password" and "Cancel". A blue arrow points from the "Send New Password" button to step 3 of the instructions.