

# Manually Resetting your Concept Password

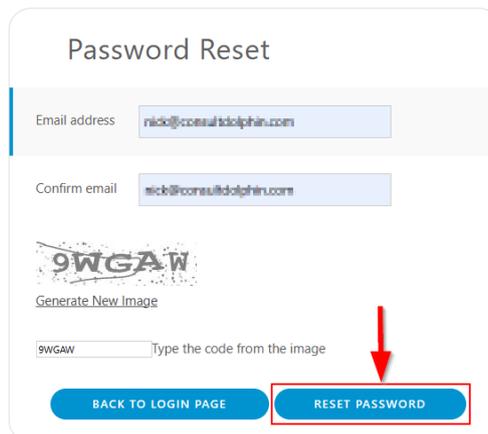
If you have forgotten your password, or locked out your account, you can now reset your password easily through the concept login screen.

## Step One



Firstly, go to the concept login and select the forgotten password link – see screenshot above.

## Step Two



You will then be delivered to a reset screen. You need to fill out the details in here with the email address linked to your concept account.

You will also need type in the combination of letters and numbers that you see as the screenshot demonstrates.

## Step Three

You will now receive an email that contains a link to the password reset screen that looks like the below. Please click on the link that is in blue:

Hi Nicholas Church,

You recently requested a new password.

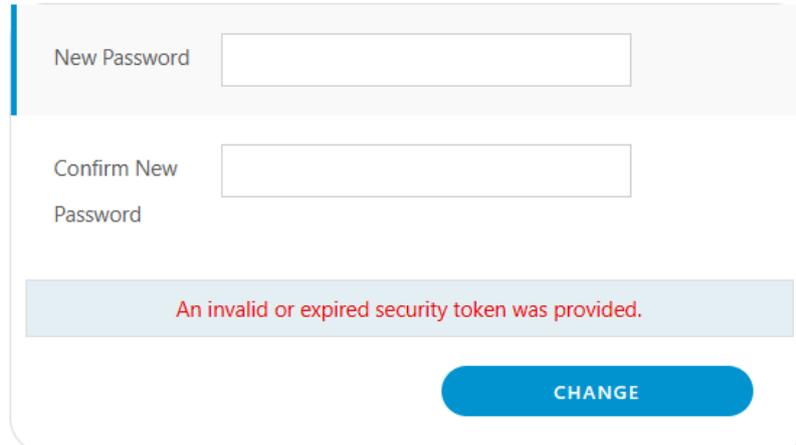
Please click the link below to complete your new password request:

<https://concept.macro123.com/ukconcept!/System/Security/ResetPassword.aspx?guid=d15e8923-09e8-44c3-bf3b-d7aeae744e1d>

If you did not request a new password or if you have any questions please contact your system administrator.

## Step Four

Fill in your new password in the boxes below and click on the change button. Please ensure that the same password is entered twice:



The screenshot shows a password reset form with two input fields: "New Password" and "Confirm New Password". Below the fields is a red error message: "An invalid or expired security token was provided." At the bottom right of the form is a blue button labeled "CHANGE".

## Step Five

Now log into concept with the password that you have just created.