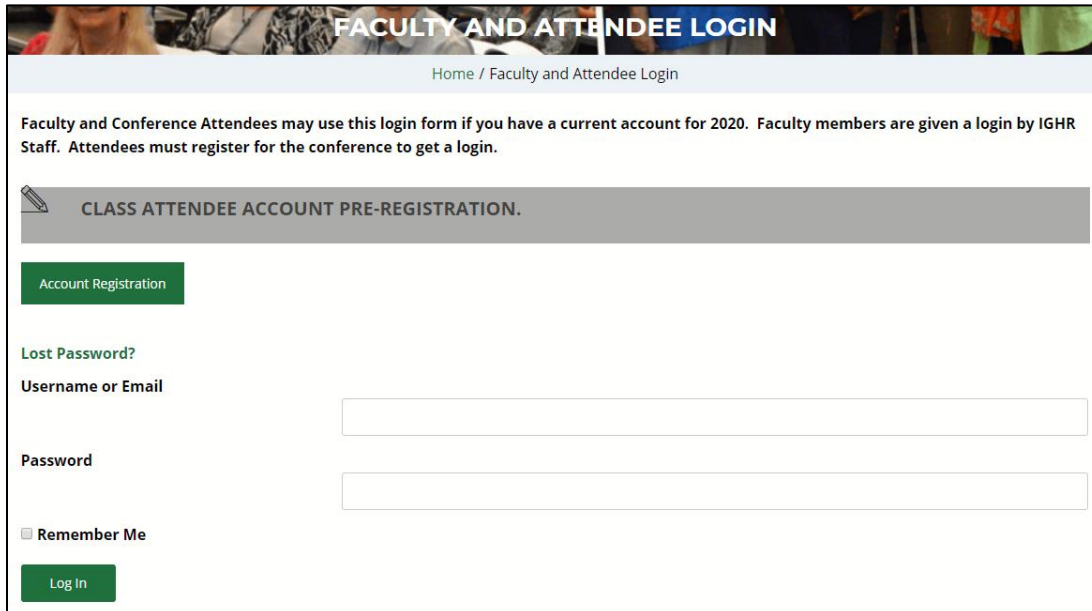


IGHR 'My Account': Lost your password?

Are you planning on attending IGHR 2020 and can't locate the password to your IGHR account? You are not alone. Use the following instructions to reset your password prior to registering for your course.

Resetting your password

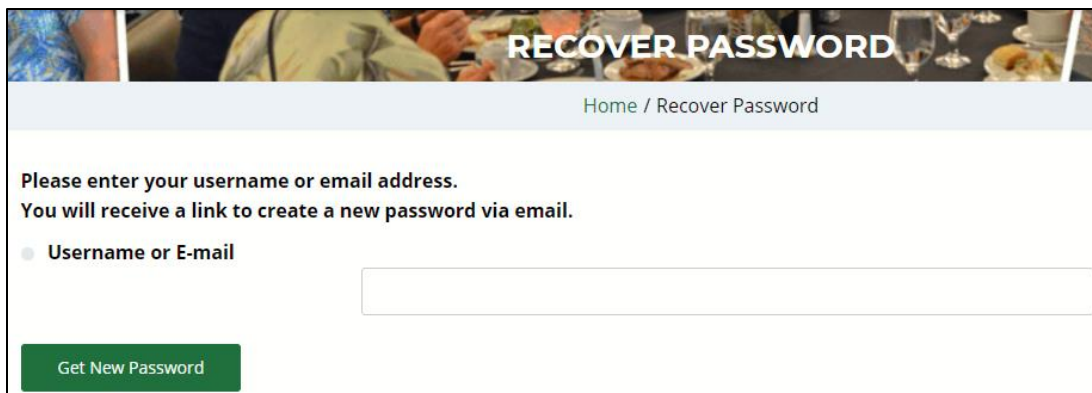
1. Open your Internet browser and enter our website address: ighr.gagensociety.org
2. Click [Faculty/Attendee Login-Logout](#). The Faculty and Attendee Login page displays.



The screenshot shows the 'FACULTY AND ATTENDEE LOGIN' page. At the top, there is a navigation bar with 'Home / Faculty and Attendee Login'. Below this, a message states: 'Faculty and Conference Attendees may use this login form if you have a current account for 2020. Faculty members are given a login by IGHR Staff. Attendees must register for the conference to get a login.' A grey banner below the message reads 'CLASS ATTENDEE ACCOUNT PRE-REGISTRATION.' There are two main sections: 'Account Registration' with a green button, and 'Lost Password?' with a green button. Under 'Lost Password?', there are two input fields: 'Username or Email' and 'Password'. Below these fields is a checkbox labeled 'Remember Me' and a green 'Log In' button.


(Note: Do not enter your Username or Email or Password on this page.)

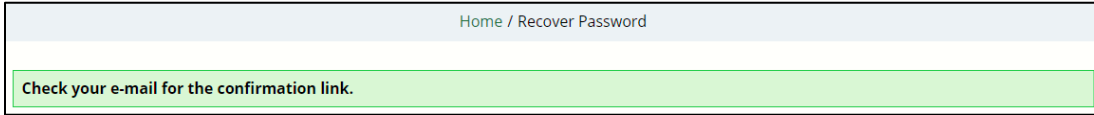
3. Click [Lost Password?](#). The Recover Password page displays.



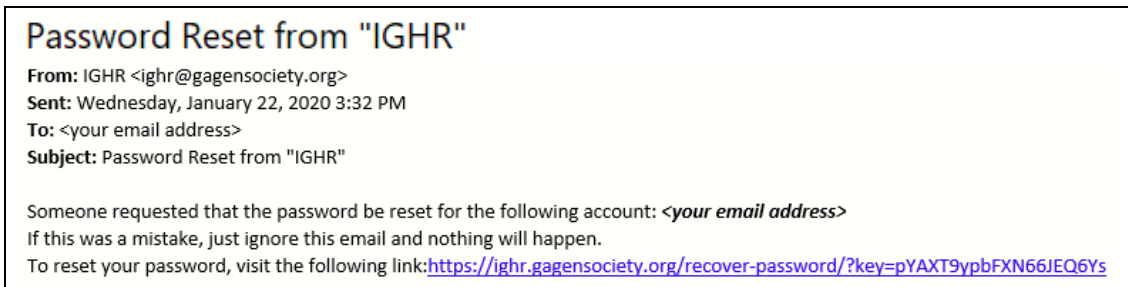
The screenshot shows the 'RECOVER PASSWORD' page. At the top, there is a navigation bar with 'Home / Recover Password'. Below this, a message states: 'Please enter your username or email address. You will receive a link to create a new password via email.' There is a radio button labeled 'Username or E-mail' next to a single input field. At the bottom, there is a green button labeled 'Get New Password'.

(**Note:** If you do not know your IGHR account Username, please send an e-mail to ighrregister@gagensociety.org requesting your Username. In the Subject line, enter <Your last name> Username Request.

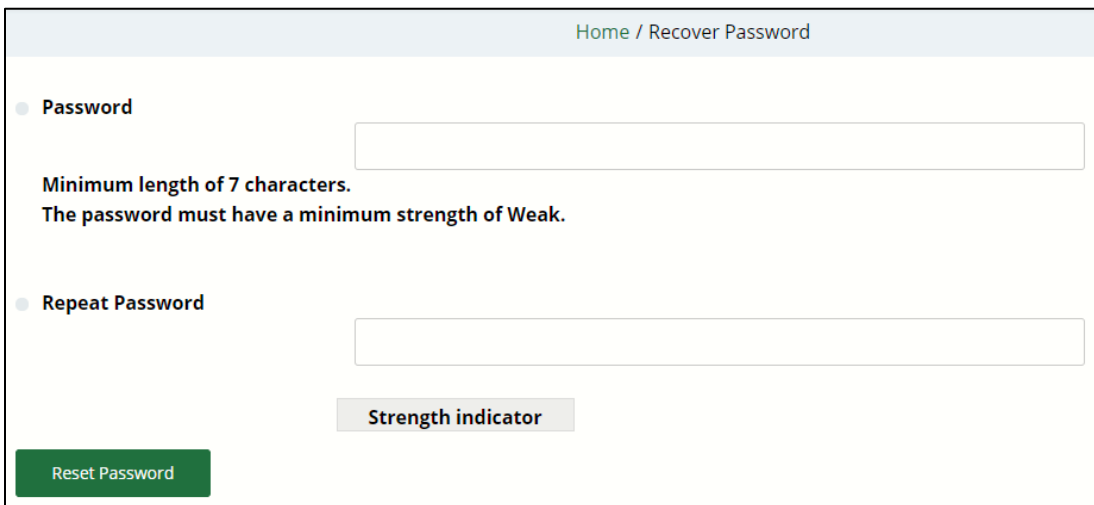
4. Enter the Username or E-mail associated with your IGHR account.
5. Click . The Recover Password page displays with a check your e-mail message.




6. Open the Password Reset from "IGHR" e-mail you received from IGHR.



7. Click the link at the end of the sentence 'To reset your password, ...'. The Recover Password page displays.



8. Enter the information requested.
9. Click . Your IGHR account password will be reset.
10. Record your 'new' password in a safe location for future use.

Once you have reset your IGHR password, you will be ready for IGHR 2020 registration on February 1, 2020.