

## RESET PASSWORD

**PLEASE NOTE:** You must click the buttons on the screen; do not use the enter key.

1. Forgot password: <https://www.teachgeorgia.org/forgot.aspx>
2. Click the *Forgot Password* tab
3. Enter your username (if you do not know your username, see the *Retrieve Username* section)
4. Click *Go to step 2*

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### Forgot username or password

To recover Account Sign In Information, you can click on the tab below to retrieve your username or reset your password. Make sure to check your email for the sign in information after you submit the required information.

**Forgot Password?** **Forgot Username?**

Reset your password in 3 Easy Steps  
For your security, a new password will be created and will be sent to your email account.

**Step 1**

**Enter your username:**

  
[Forgot Username?](#)

**Go to Step 2**

5. Enter your security question answer.
6. Click *Go to step 3*

### Forgot username or password

To recover Account Sign In Information, you can click on the tab below to retrieve your username or reset your password. Make sure to check your email for the sign in information after you submit the required information.

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Reset your password in 3 Easy Steps  
For your security, a new password will be created and will be sent to your email account.

**Step 2**

**Mother's Name:**

  
[Forgot security answer?](#)

**Go to Step 3**

7. If your email address is correct, click the *finalize* button (if not, see *Resetting Password* section).

Be sure to check your email for the sign-in information after you submit the required information.

**Forgot Password?** **Forgot Username?**

Reset your password in 3 Easy Steps  
For your security, a new password will be created and will be sent to your email account.  
Please click [here](#) for detailed instructions and screen shots to reset your password, security question/answer or email address.

**Step 3**

As a new password will be sent to your email account, please confirm your email address below.  
You may update your email address if it is not correct or no longer valid.

Current E-mail:

[Update E-mail address](#)

**FINALIZE**

8. When you are successful, you will see the message below.

**Forgot Password?** **Forgot Username?**

Reset your password in 3 Easy Steps  
For your security, a new password will be created and will be sent to your email account.  
Please click [here](#) for detailed instructions and screen shots to reset your password, security question/answer or email address.

**Step 3**

✓ Instructions to change your password have been sent to you!!

9. Retrieve the reset password email and follow those steps.

## RETRIEVE USERNAME

1. Forgot password: <https://www.teachgeorgia.org/forgot.aspx>
2. Click the ***Forgot Username*** tab
3. Enter your Social Security Number and the first and last names you used to register the account

### Forgot username or password

To recover Account Sign In Information, you can click on the tab below to retrieve your username or reset your password. Make sure to check your email for the sign in information after you submit the required information.

**Forgot Password?** **Forgot Username?**

- When you registered with the web site, if you used a maiden or prior name as your last name, enter that below.
- If SSN you are entering below does not match with our records, you will have to re-register.

SSN:

First Name:

Last Name:

**SUBMIT**

4. Click *Submit*
5. Confirm the correct email address by clicking the *Finalize* button, or click the *Update E-mail address* link, if needed.

### Forgot username or password

To recover Account Sign In Information, you can click on the tab below to retrieve your username or reset your password. Make sure to check your email for the sign in information after you submit the required information.

**Forgot Password?** **Forgot Username?**

As the username will be sent to your email account, please confirm your email address below. You may update your email address if it is not correct or no longer valid.

Current E-mail:

[Update E-mail address](#)

**FINALIZE**

6. When successful, you will see

**Forgot Password?** **Forgot Username?**

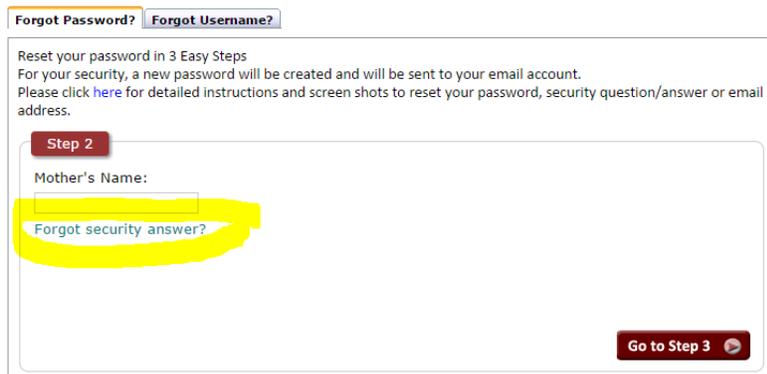
✓ Your username has been sent to you!!

7. Retrieve the email with your username and continue the sign in process.

## SETTING AND RESETTING SECURITY QUESTIONS & ANSWERS

If you do not know or did not set a security answer, you will need to (re)set your question and answer before you can retrieve your password.

1. Forgot password: <https://www.teachgeorgia.org/forgot.aspx>
2. Click the *Forgot Password* tab
3. Enter your username
4. Click *Go to step 2*
5. Click the *Forgot security answer* link



Forgot Password? Forgot Username?

Reset your password in 3 Easy Steps  
For your security, a new password will be created and will be sent to your email account.  
Please click [here](#) for detailed instructions and screen shots to reset your password, security question/answer or email address.

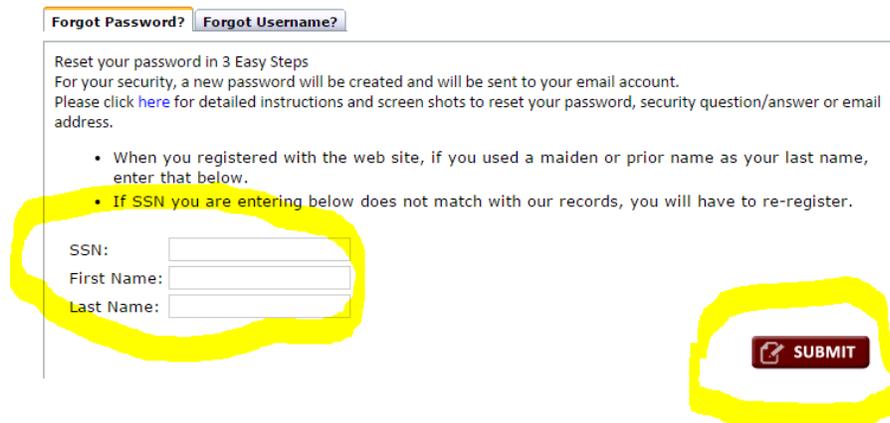
Step 2

Mother's Name:

[Forgot security answer?](#)

Go to Step 3

6. Enter your social security number (SSN), first name and last name.
7. Click on the *SUBMIT* button.



Forgot Password? Forgot Username?

Reset your password in 3 Easy Steps  
For your security, a new password will be created and will be sent to your email account.  
Please click [here](#) for detailed instructions and screen shots to reset your password, security question/answer or email address.

- When you registered with the web site, if you used a maiden or prior name as your last name, enter that below.
- If SSN you are entering below does not match with our records, you will have to re-register.

SSN:

First Name:

Last Name:

SUBMIT

6. Confirm the correct email address by clicking the *Finalize* button, or click the *Update E-mail address* link, if needed.

**Forgot Password?** **Forgot Username?**

Reset your password in 3 Easy Steps  
For your security, a new password will be created and will be sent to your email account.  
Please click [here](#) for detailed instructions and screen shots to reset your password, security question/answer or email address.

**Step 3**

As a new password will be sent to your email account, please confirm your email address below.  
You may update your email address if it is not correct or no longer valid.

Current E-mail: ██████████@outlook.com  
[Update E-mail address](#)

**FINALIZE**

7. When successful, you will see

**Forgot Password?** **Forgot Username?**

Reset your password in 3 Easy Steps  
For your security, a new password will be created and will be sent to your email account.  
Please click [here](#) for detailed instructions and screen shots to reset your password, security question/answer or email address.

**Step 3**

✓ Instructions to change your password have been sent to you!!

8. Retrieve the email with your username and continue the sign in process.

## Resetting Email Address

If you no longer have access to the email shown in Step 3, you can update your email address to receive the reset password email.

1. From Step 3 off either the forgot password or forgot username process, click the *Update email address* link

address.

Step 3

As a new password will be sent to your email account, please confirm you  
You may update your email address if it is not correct or no longer valid.

Current E-mail:

~~XXXXXXXXXXXX~~@outlook.com

[Update E-mail address](#)

2. Enter your new email address and click the *Update E-mail* button.
3. You will see this confirmation message. Click the *Finalize* button.

Step 3



E-mail address is updated successfully!!

As a new password will be sent to your email account, please confirm your email address below.  
You may update your email address if it is not correct or no longer valid.

Current E-mail:

maryellensnow@outlook.com

[Update E-mail address](#)

 FINALIZE