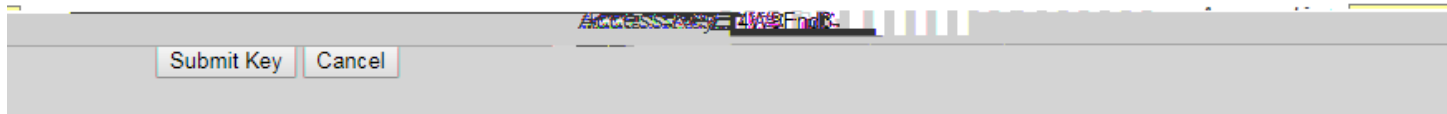


For Health Systems employees who are unable to successfully login to Cayuse--p

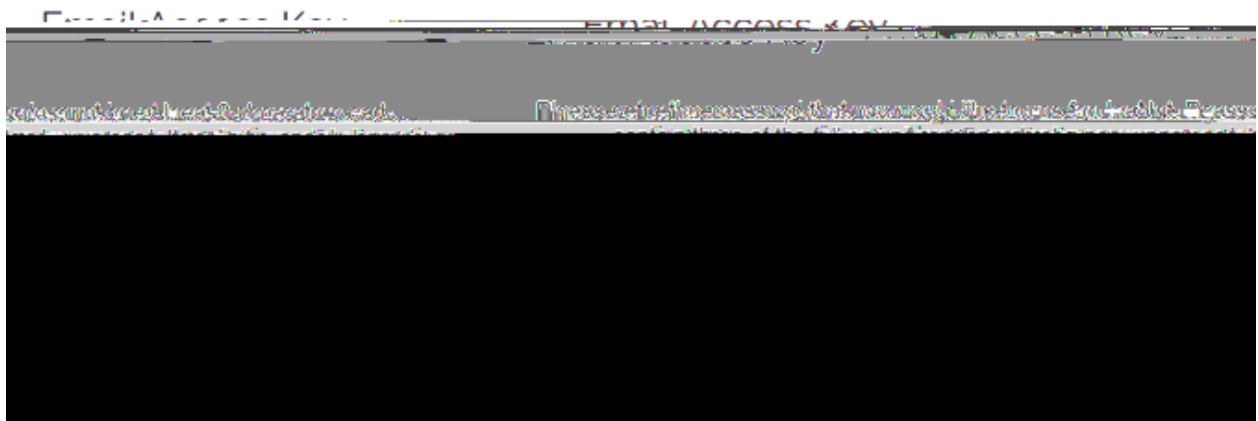
Step 2: Check your email. You should receive an email from “JagNet Password Recovery” containing a unique Access Key. Come back to this screen, enter the Access Key and click “Submit Key” (see example below):

Please check your email account. Within 5 minutes you should receive an email from this application that contains an access key. Enter that key below and click Submit Key.



A screenshot of a web form. At the top, there is a header with the text "Access Key: [input field]". Below the header, there are two buttons: "Submit Key" and "Cancel". The form is set against a light gray background.

Step 3: It will then take you to the screen below. Enter what you would like for your new password (following the password requirements listed in the example below) and click “Submit”:



A screenshot of a web form. At the top, there is a header with the text "EMAIL ACCESS KEY: [input field]". Below the header, there is a text input field for a new password. The form is set against a light gray background.

Step 4: At this point, your new password should be set. Please go to the following screen at

<http://www.southalabama.edu/departments/research/spa/eraonline.html>