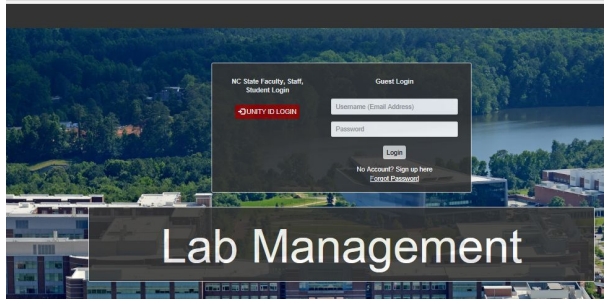
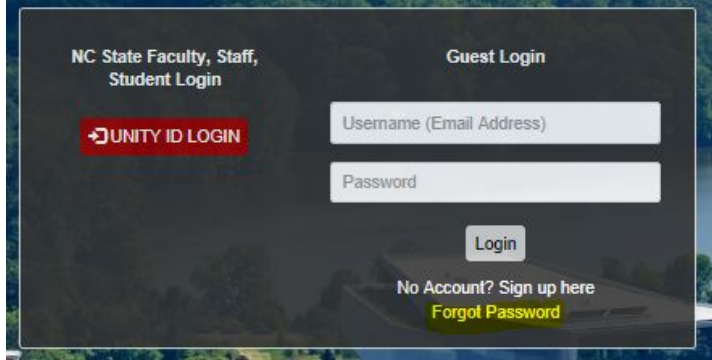
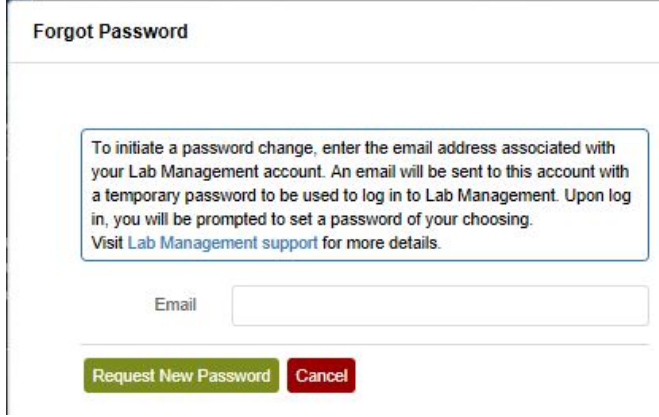
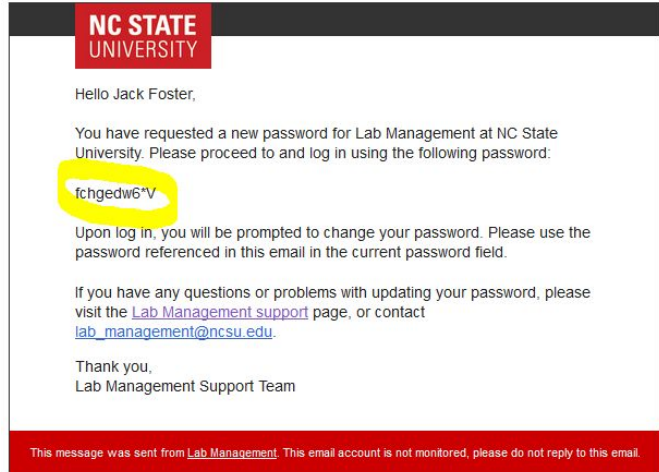
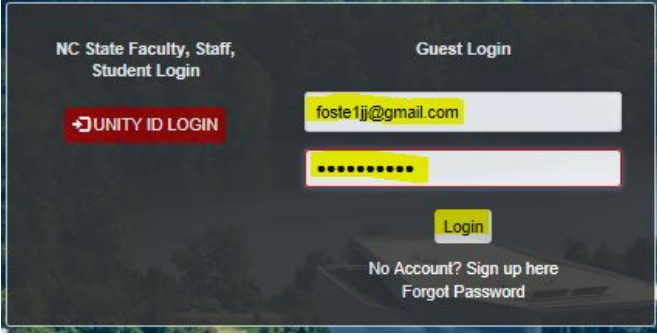
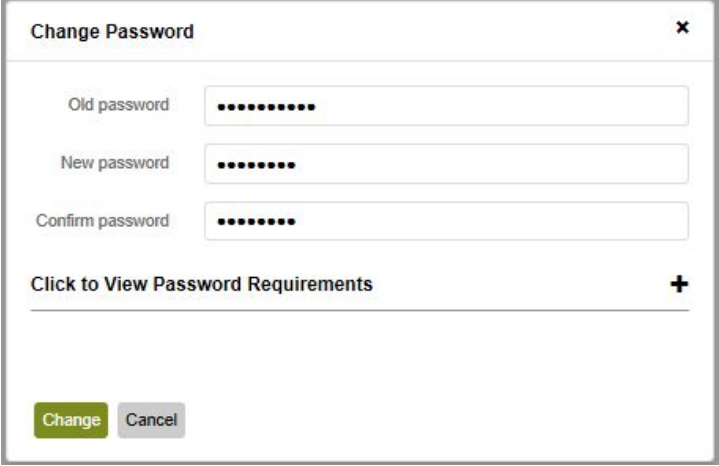


Lab Management Password Setup Instructions

Labs.ncsu.edu

Step	Instruction	Example
1	Go to http://labs.ncsu.edu	
2	Select the ' Forgot Password ' Link on the login page	
3	Enter your email address and select the Request New Password button. This will send a temporary password to your email address.	
4	Go to your email account and find the temporary password.	

<p>5</p>	<p>On the Lab Management login page, enter your email address in the Username field and the temporary password in the Password field.</p> <p>*Be sure to use the Guest Login section, not the Unity Id Login button.</p>	
<p>7</p>	<p>You will not be prompted to create your own password.</p> <p>In the Old Password field, <u>enter the temporary password from the email again.</u></p> <p>In the New & Confirm password fields, enter the password you would like to use.</p> <p>Select Change button.</p> <p>The password must meet NC State password requirements and those are listed at the bottom of that page.</p>	
<p>8</p>	<p>You will get a confirmation Message and be taken into the application.</p> <p>Any time you wish to change your password, you may follow these steps again.</p>	