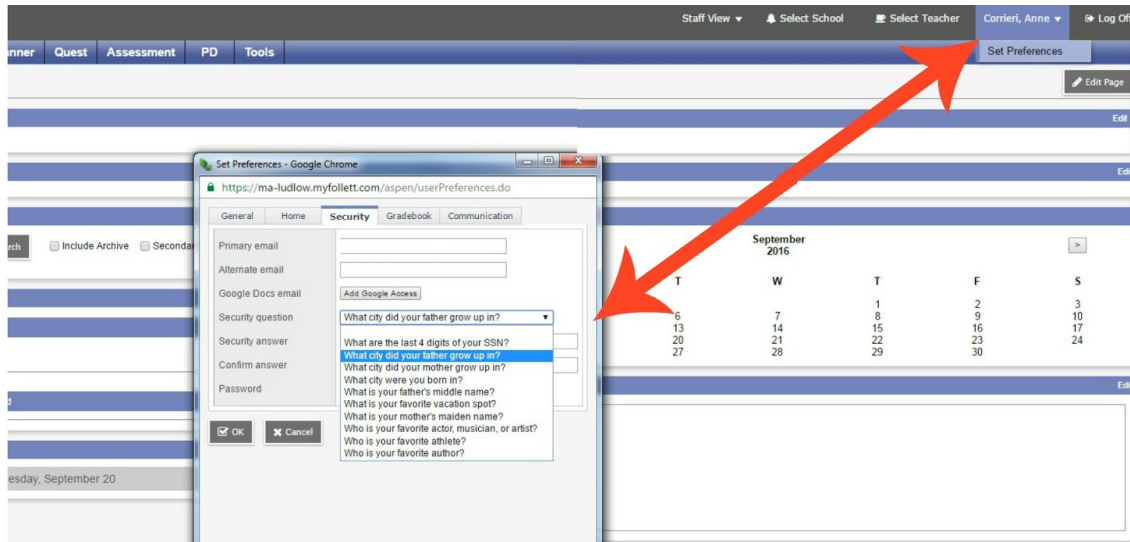


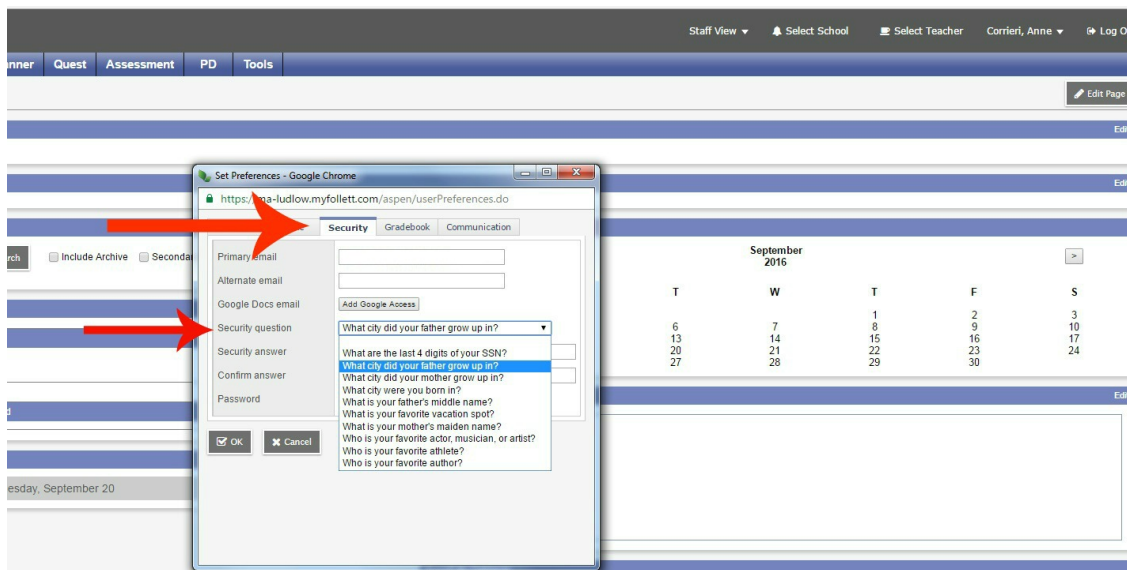
Setting Up Password Recovery - Aspen Portal

Log into your Aspen account

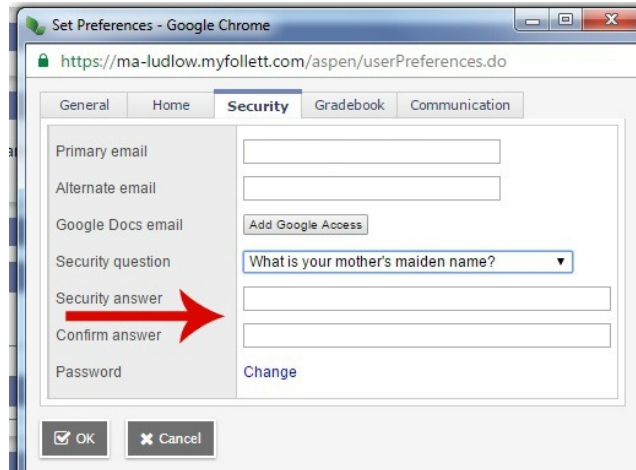
Click on **the arrow** in the upper right corner of the screen, by your name, and select the **Set Preferences** tab. A new **Set Preferences** pop up screen will appear.



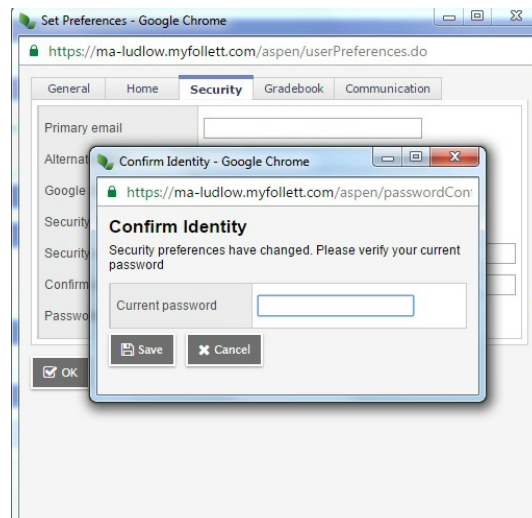
On the pop up screen check to make sure you know your **PRIMARY** email address. Select the **Security question tab**, select a **Security answer** from the drop down menu.



Enter the **Security answer** in the text box, then answer it again in the **Confirm answer** field and click **OK**



The **Confirm Identity** window is displayed. Enter your **Current password**. Click **SAVE** and the window will close.



Password Recovery has now been enabled and you will be able to select **"I forgot my password"** on the Aspen login screen in the event that you forget your password. Your new password will be sent to your **primary email address**.