Instructions for Resetting your CEAP Password

*Note: You must have a CEAP Account and have access to the email account you created it with to reset your password. If you no longer have access to that email account and need to reset your password, provide a new email address to your supervisor and ask them to contact CEAP IT support to update your email address in the account system. If you do not have a CEAP Account, please navigate to https://www.nrisurvey.org/ceap/accounts and follow the instructions to **Create a CEAP Account**. If you know your password and simply want to change it, you may do so by logging in to the CEAP account interface and choosing **Change Password**.*

1. Open your internet browser and navigate to https://www.nrisurvey.org/ceap/accounts.

2. Click on the **Forgot Password** link.

3. Enter your **Username** and then **check the "I'm not a robot" checkbox**. After checking this box, you may be asked to select some images to prove that you are a person. Then click **Request Password Reset**. (Note: the CAPTCHA can be difficult to enter, but it is necessary to prevent automated attacks against the account system.)

4. Within a few minutes, you should receive an email at the email account that you used to create your CEAP account. Open the email and click on the link to proceed with the password reset.

You have requested to reset the password for user ████

Click on the link below to proceed:

https://www.nrisurvey.org:443/ceap/resetPassword?action=displayResetPassword████████████

5. Enter your **New Password** twice and click the Reset Password button to reset your password.

Reset your CEAP Password

Username	████
New Password	[ ] 8-127 characters (letters, numbers, punctuation)
Retype New Password	[ ]
	Reset Password

6. Once your password has been successfully reset, you will get the confirmation screen below. You can click on the Go button to proceed to the CEAP Account Manager application or you can navigate directly to the CEAP Screener and log in if your account has already been approved for CEAP access by your manager.

Your password was successfully reset.

You can now log in to the CEAP Account Manager with your new password.

Go