

How to Reset a GoPrint Password

<p>1. Click on the Desktop Shortcut (GoPrint Sign In)</p>	
<p>2. Click on <u>Forgot your Password?</u></p>	
<p>3. Next, enter your Email you used when creating the account</p>	
<p>4. Check the email you provided in step 3* Titled Lost Password</p>	<p>You are receiving this email because you have requested to reset your password. This link will automatically expire after 2 hour(s).</p> <p>http://DSTGOPRINT:7768/action/user/UserLostPasswordConfirmAction?key=NjZiYWJkNGZiNDkxOWVlYjc1NTdkNzBmODJkMGRkMWY4ZTc3M</p> <p>**Click on the link provided in the email**</p>

<p>5. In the pop out box (Lost Password Recovery) then click Save Password</p>	
<p>6. After successfully completing step 5, you should be looped back to the homepage.</p>	

Should you need any assistance with any IT related issues please contact us at the IT Help Desk 210-486-5777 or by email at nlc-helpdesk@alamo.edu.