



Resetting Your RL Password

How to Reset Password for First Login

On your first login, please fill in your user ID provided and “password” as the password. You will be prompted to change your password.

The new password can be whatever you want, as long as it’s not “password.”

1. Type in “password” for your current password and then select a new password of your choice. Click “confirm.”
2. Type user ID and new password to login moving forward.

User with Locked Account

If you are locked out, follow the instructions below.

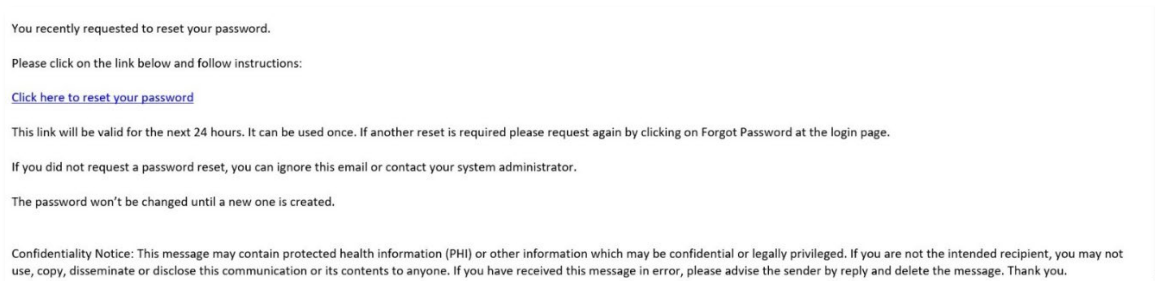
1. From the login screen (above), click the Forgot password link located under the login button.
2. The screenshot below will appear. Enter your username, your email address and click “Confirm”



3. Look for the RLDatix reset email in your email inbox; open the email. (If the email does not arrive within a few minutes, check the Spam/junk folder in your email.)



4. Click the link (the blue text) in the email within 24 hrs.



5. Follow the prompts to create your new password and click “Confirm.”

If you have any questions, please contact your System Administrators, [Linda Durbin](#) and [Carolyn Wollman](#). Please email both Linda (durbin@fsainfo.org) and Carolyn (wollman@fsainfo.org) so that they can get it done as quickly as possible for you. Please also feel free to call FSA at 215-646-0720.