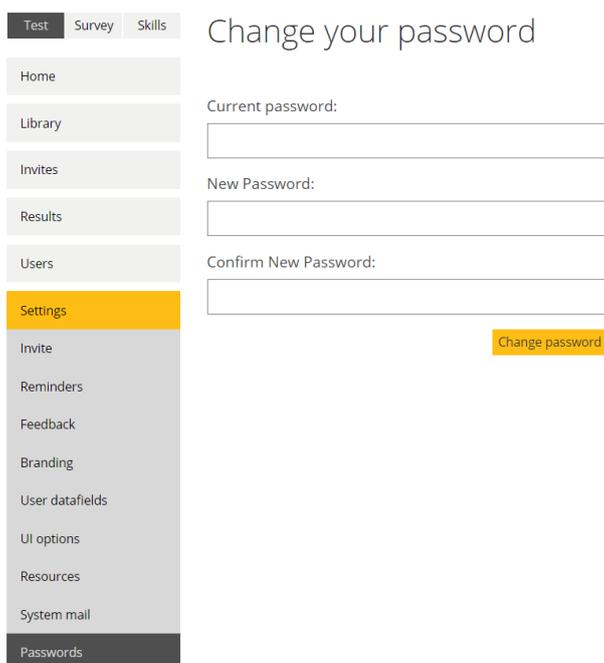# SETTING YOUR OWN KS PASSWORD

When you are assigned your initial password by the KS system, it is generated by a software program. Consequently, it is a random series of characters and numbers. When you first log in to your admin dashboard, we suggest you change your system generated password, to one of your own choosing, as follows:



Go to **Settings > Passwords**. Copy & paste your system password in the first box. Enter your own password in box 2 and repeat in box 3. Then select the **Change password** button – and you're done!

# RE-SETTING A KS PASSWORD

If you forget or lose your KS password, you have the option to reset the password at any time. Go to the login page (https://online.knowledgesmart.net), select the **Admins > Admin Area** button and click the **Forgot password** link underneath the **LOG IN in** box.



Email: info@knowledgesmart.net          www.knowledgesmart.net

# Login

Enter your KS User name and Password in the boxes below, then select 'Log in' to get started.

JohnSmith

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**LOG IN**

**Forgot password**

This takes you to the password reset page. Enter your KS User name and hit **SUBMIT**.
You will be sent a new password to your registered email address.

# Forgot your Password?

No problem, just enter your KS User name and we will send a password reset link to the email address we have for you.

JohnSmith

**SUBMIT**

Email: info@knowledgesmart.net          www.knowledgesmart.net