Resetting Your Password

Sorry to hear you need to reset your password! Below is a helpful visual guide to take you through the steps and screens you'll see.

Step 1 - Navigate to the webpage: <u>https://www.ncnonprofits.org/user/password</u>

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Step 2 - Complete the form: Enter your account's email, successfully complete the CAPTCHA challenge, and click "E-mail new password"



Step 3 - After submitting, you will be redirected to the login page with a green bar confirming that an email has been sent to the inbox of the email you entered. Please navigate to your inbox to check for the email sent by the website. Do not attempt to login again until viewing that email.

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Step 4 - Below is an example email of what you will receive. Please click the link in the email to open it in your browser.



Step 5 - The link in the email will take you back to the Center's website to show a green bar of confirmation that you've validated your email. Click the login button ONCE to proceed.



You will then be able to reset your password. Passwords must be at least six characters long. To make your password stronger: Add both uppercase and lowercase letters, numbers, and punctuation.

You have just used your one-time	login link. It is no longer necessary to use this link to log in. Please change your password.
Username *	
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Spaces are allowed; punctuation is not allow	ed except for periods, hyphens, apostrophes, and underscores.
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A valid e-mail address. All e-mails from the	system will be sent to this address. The e-mail address is not made public and will only be used if ye
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To change the current user password, enter	the new password in both fields.