Password Reset Quick Guide



How to reset a forgotten password

1. Select the 'Sign in' button located in the top right hand corner of the page.

- 2. On the new page that opens, under the sign in button, select 'Forgot your Password?'.
- 3. Enter your registered email address and select 'Request password reset'.

Note: do not close the browser as you will need to enter the confirmation code that is sent to your email.

4. An email titled 'Reset your one.network password' will be in your inbox (check your junk folder if you do not receive it after a couple of minutes). Enter or copy and paste the code from the email into the confirmation code field on the one.network page.

- 5. Select 'Confirm password reset'.
- 6. You will be redirected to set your new password. Enter your desired password and select 'Set new Password'.
- 7. A confirmation of the password reset will be displayed.
- 8. Select 'Sign in' and enter your email and new password for access.



Please contact us if you would like any more information.

🔀 <u>support@one.network</u>



us.one.network

Password Reset Quick Guide

How to change your password

1. Sign into your account.

2. Select the user icon in the top right hand corner of the page.

3. Select change password from the drop down menu.

4. Enter your registered email address and select 'Request password reset'.

Note: do no close the browser as you will need to enter the confirmation code that is sent to your email. 5. An email titled 'Reset your one.network password' will be in your inbox (check your junk folder if you do not receive it after a couple of minutes). Enter or copy and paste the code from the email into the confirmation code field on the one.network page.

6. Select 'Confirm password reset'.

7. You will be redirected to set your new password. Enter your desired password and select 'Set new Password'.

8. A confirmation of the 'Password reset complete' will be displayed and you will remain logged into your account.



I didn't receive an initial email?

If you did not receive the initial email to activate your Live Link account, you can do so by resetting your password.

To do so, follow the instructions to "reset a forgotten password."

I am unable to change password

If you receive this message when attempting to reset your one.network password, please contact your FDOT Project Manager or CEI. This may be due to your account being set up with a different email address or your account may not have been created.



