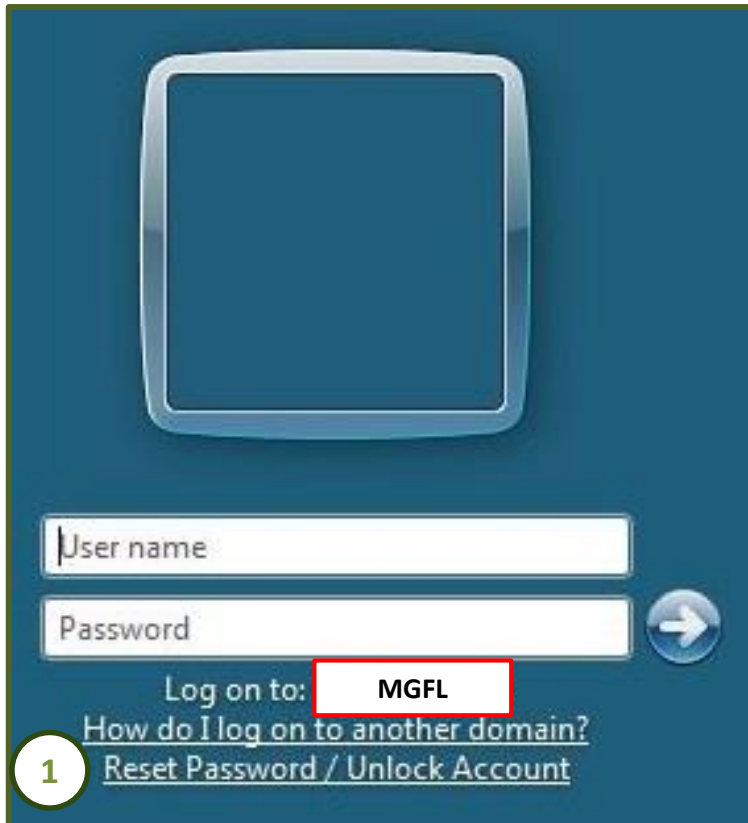# ADSELFSERVICE

Resetting Your Password

1. At the logon prompt, click **Reset Password / Unlock Account**
2. Click **Reset Password** on the popup window

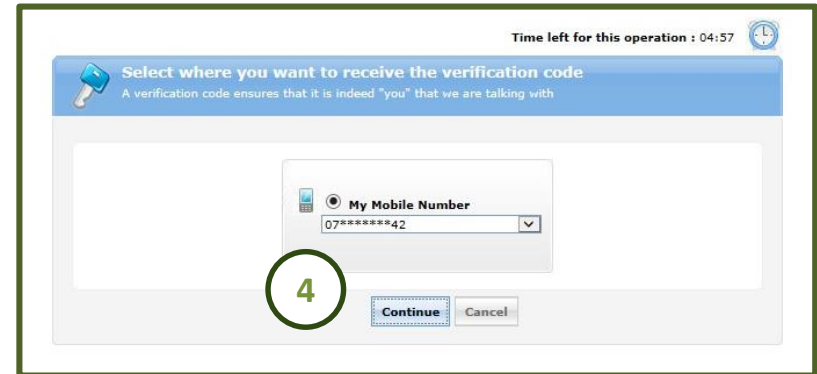Please note: Should there be no spare device available, you can reset your password or unlock your account on a colleagues PC / Laptop by browsing to **https://edadm01.mgfl.net:9888/showLogin.cc** in Internet Explorer.

# ADSELFSERVICE

Resetting Your Password

3. Type in your **MGFL username** and click **Continue**

If you entered a mobile phone number when you registered, proceed to step 4. If you set up security questions, skip to step 6.

4. Check that the mobile number shown is correct and click **Continue** to send a verification code by text message to your mobile phone

ADSELFSERVICE

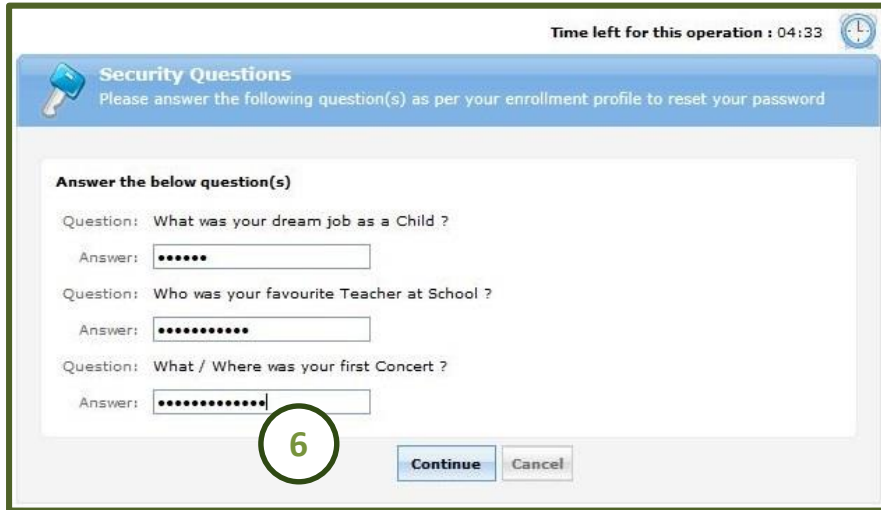## Resetting Your Password
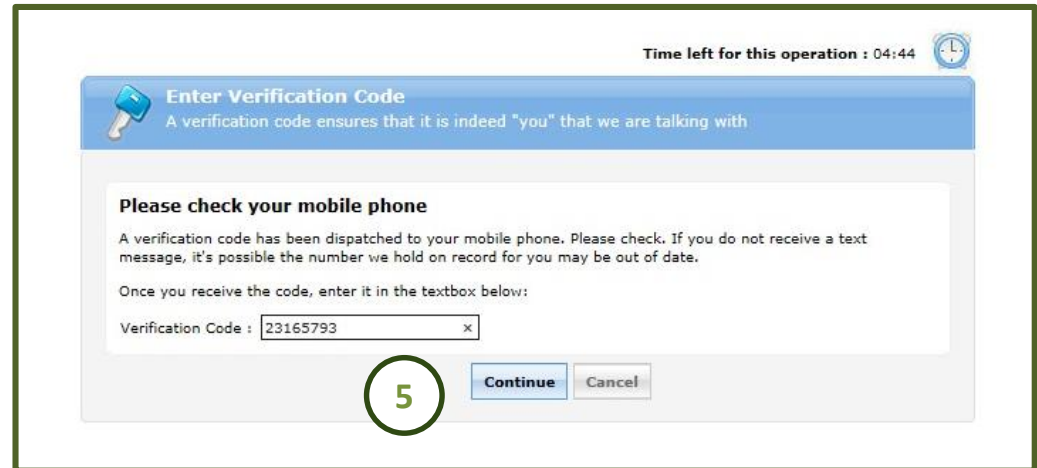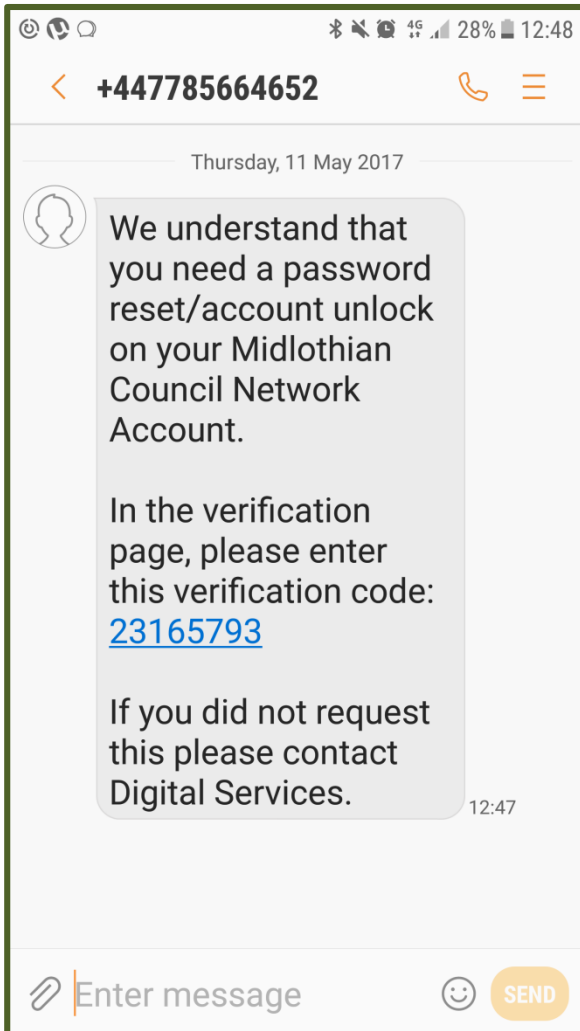
The verification code will be sent to your mobile phone by text message.

5.   Type the verification code into the **Verification Code** box and click **Continue**

Now proceed to step 7.

ADSELFSERVICE

Resetting Your Password

6. If you set up security questions, answer three randomly selected security questions - note answers are case sensitive - and click **Continue**
7. Type and confirm your new chosen password
8. Finally, click on **Reset Password.** A message will be displayed informing you that your account unlocking has been successful