

KC SCRIPT PORTAL QUICK START GUIDE: RESET YOUR PASSWORD

This quick start guide will help you re-set your password in the KC Script Portal.

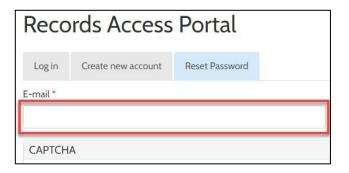
1. Click **Login** in the upper right corner of the page.



2. Click Reset Password.



3. Enter your **E-mail** address.



4. Enter the **captcha code** shown in the image, then click the **Request new password** button.



Replacement login information for at ← Reply ← Reply All → Forward ··· KCCO2@kingcounty.gov To ● Ratzlaff, Beth Fri 1/14/2022 10:39 AM A request to reset the password for your account has been made at 5. Check your email for the You may now log in to by clicking on this link or copying and pasting it in your browser: link to reset your password. http://dja-tst-ecexap1/?q=user/reset/840/1642185509/PuQ52elxjY83CtS5nsrUd4sX09bNmL6nkuRsKswLu98 This is a one-time login, so it can be used only once. It expires after one day and nothing will happen if it's not used. After logging in, you will be redirected to so you can change your password. Reset password 6. Click the **Login** button This is a one-time login for ratslab and will expire on Sat, 2022-01-15 10:38. Click on this button to log in to the site and change your password. on the Reset Password This login can be used only once. screen. Log in My Account 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 7. Enter your new Account password, then click the Password strength: blue **Save** button. Confirm password * Passwords match: yes 0

