



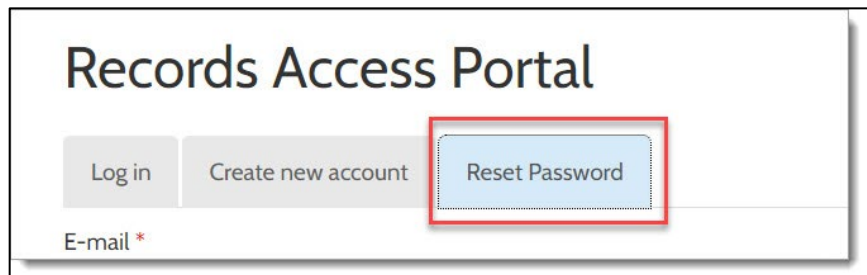
KC SCRIPT PORTAL QUICK START GUIDE: RESET YOUR PASSWORD

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.

Records Access Portal

Log in Create new account Reset Password

E-mail *

CAPTCHA

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

CAPTCHA

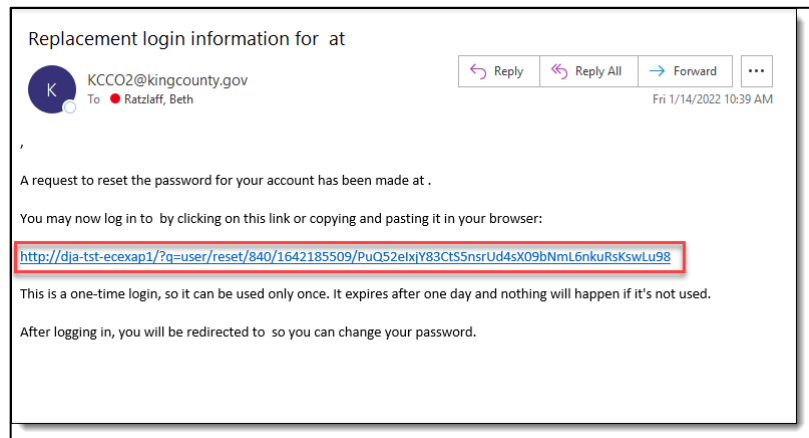
This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

What code is in the image? *

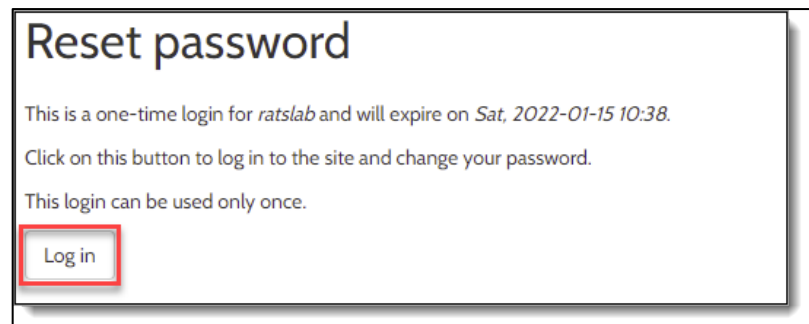
Enter the characters shown in the image.

Request new password

5. Check your email for the link to reset your password.



6. Click the **Login** button on the **Reset Password** screen.



7. Enter your new password, then click the blue **Save** button.

