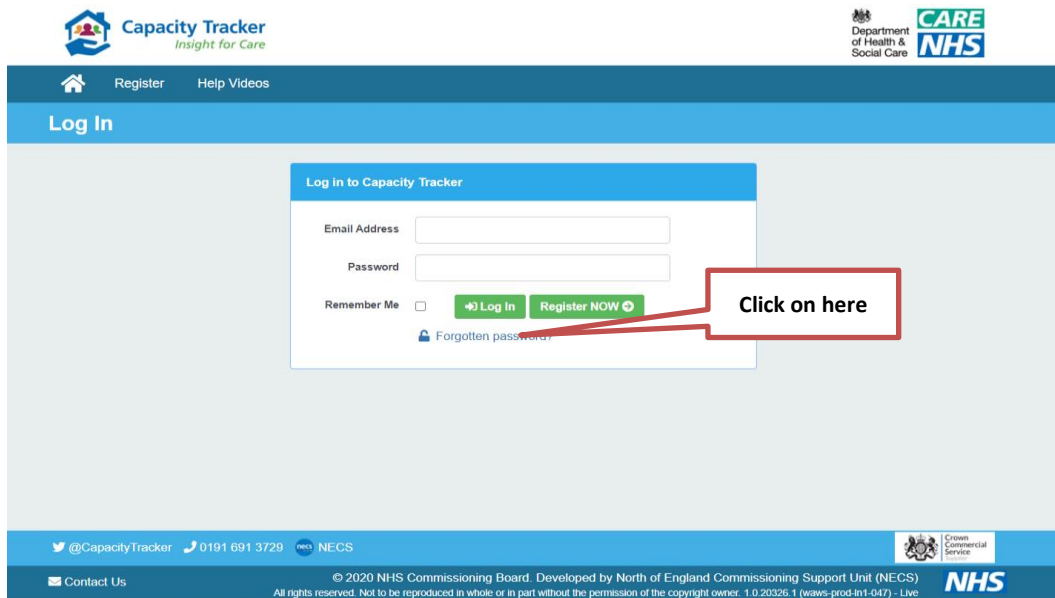


Resetting your Password

Capacity Tracker Users can quickly and easily reset their Capacity Tracker Passwords by following the following simple four steps

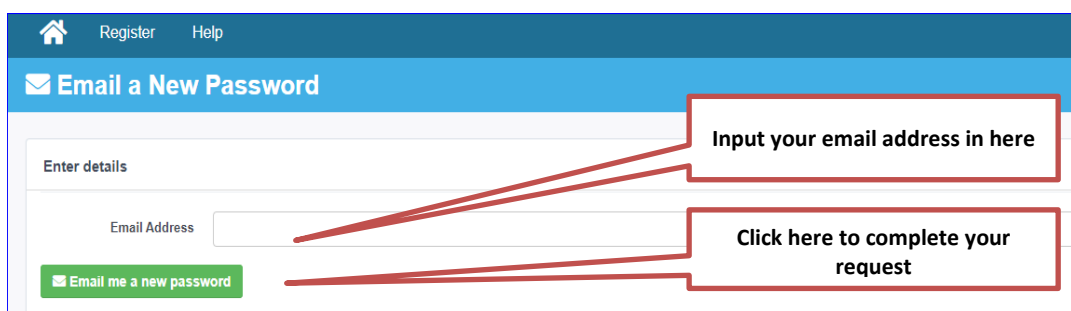
Step 1: Forgotten Password

From the initial **Log In** Screen shown below click on the blue **Forgotten password?**



Step 2: Request a New Password

You will then be displayed with the screen below. Simply, add your email address to the field and then click on the **Email me a new password** button



Step 3: Receiving your new Password

You will shortly receive an email providing a one-time password that you will need to replace when you log on with an alternative in line with NHS requirements.

Please Note- As well as your **Inbox** check your **Junk** folders in case the email has been diverted there