

## **Resetting TOMS Passwords**



- 1 Navigate to <u>https://www.caaspp.org</u> or <u>https://www.elpac.org</u> and click [TOMS].
- 2 Click [Forgot Your Password].
- 3 Enter your email address (it must match the email address your Site Coordinator used to create your account). A link will be sent to your email.
- 4 Check your inbox, junk, and clutter folder to access the secure link. (The link will expire in 30 mins from the time the email is received).
- 5 Enter a new password in accordance with the password requirements.
  - Must be at least 8 characters long with at least:
    - One uppercase
    - $\circ$  One lowercase
    - o A number
    - A special character