

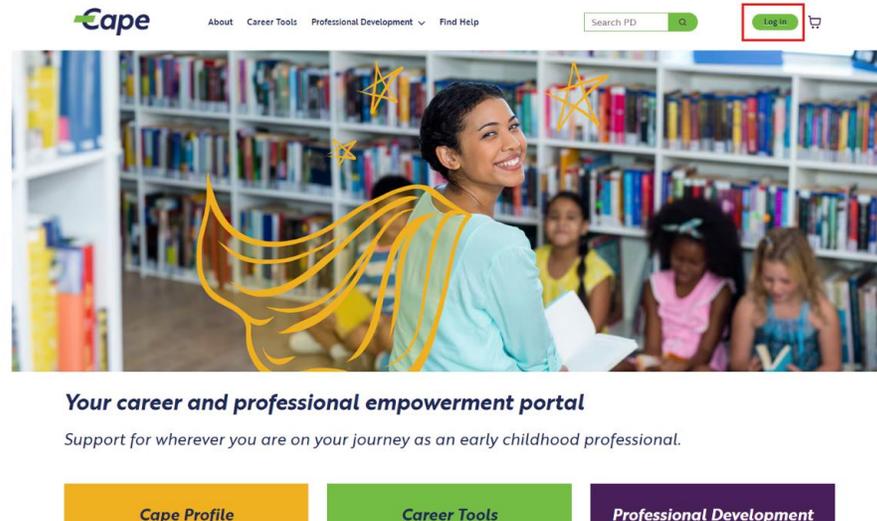
Resetting Your Password on YourCape.org

1. Go to the Website

- a. Open a web browser and go to yourcape.org.

2. Access the Login Page

- a. Click on the **Log In** button.



3. Select "Forgot Your Password"

Email

Password

[Log In](#)

[Forgot your Password?](#) [Create Your Cape Account](#)

[Need Help?](#)

Notice to Users: This system is intended for use by professionals in the field of Early Childhood. Information entered into the system will be utilized to make recommendations for workforce investments and may be shared with funders for the purpose of meeting state or federal requirements. By using the system, you agree that the information you enter can be used for this purpose. This system is subject to **IT Security Standards** set forth by the **Kansas Information Technology Office (KITO)** and the **Information Technology Executive Council (ITEC)**. Use of this system will be monitored for purposes related to security management, system operations, and intellectual property compliance.

[Access the Cape Admin Site Here](#)

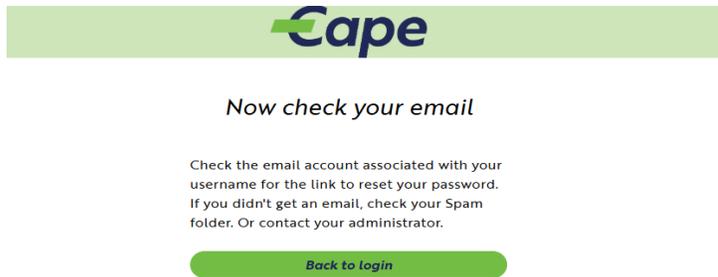
4. Enter Your Email Address

- a. You will be prompted to enter your **username**, which is your **email address** associated with your account.
- b. After entering your email, submit the request by clicking **Reset your password**.



5. Check Your Email

- A screen will confirm your request with a message like **“Now Check your email.”**
- Do **not** click "Back to Log In."



- Instead, open your inbox and look for an email from noreply@salesforce.com. It will look like this:

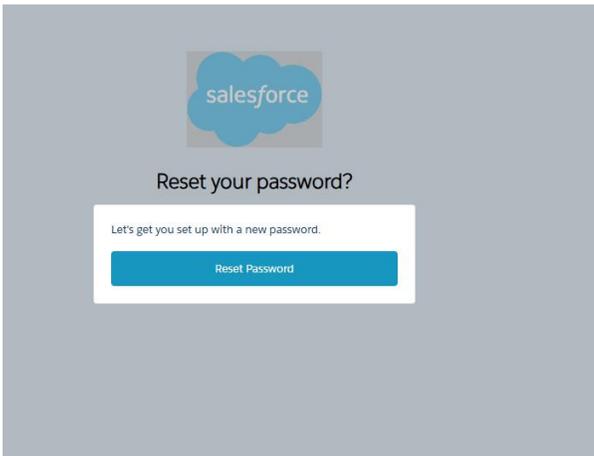


6. Open the Reset Link

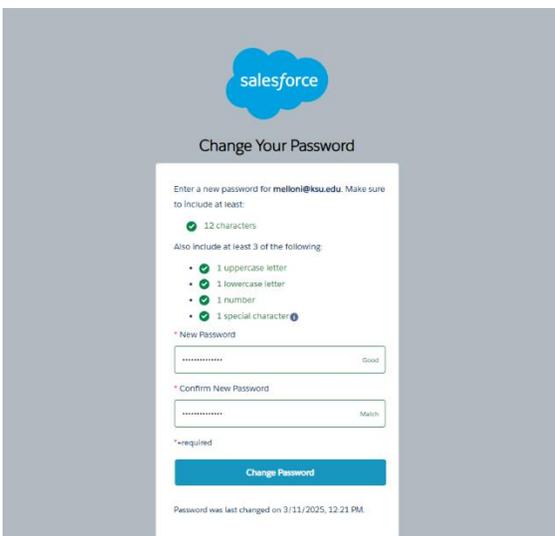
- The email will contain a **password reset link**. Click on it.

7. Reset Your Password

- A page will appear with a **"Reset your password"** button. Click it.



- b. Enter your **new password**, ensuring it meets all requirements.
- c. Re-enter the password to confirm.
- d. Click **Change Password**.



8. Log In with Your New Password

- a. Once successfully changed, return to yourcape.org and log in using your new password.