# **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.



Your career and professional empowerment portal

Support for wherever you are on your journey as an early childhood professional.

- Cape Profile Career Tools Professional Development
  r Password"
- 3. Select "Forgot Your Password"

<b>€</b> ape								
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.

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						10		20				
							Lu	UE				
							PASSWORD	RESET				
						To reset	your password, we'	ll need your				
						usernan	ne. We'll send passw	ord reset				
						instruct	ions to the email ad	dress associated				
						with you	ir account.					
						Usernan	ne					
						C	Cancel	Reset Password				

### 5. Check Your Email

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

	-Cape	
No	w check your email	
Check the	email account associated with your	
username	for the link to reset your password.	
lf you did	n't get an email, check your Spam	
folder. Or	contact your administrator.	
	Back to login	

c. Instead, open your inbox and look for an email from <u>noreply@salesforce.com</u>. It will look like this:

ст	noreply@salesforce.com on behalf of Cape Support Team <info@yourcape.org> To: •</info@yourcape.org>	:	4	€	→   ⊗   □□   ··· Tue 3/11/2025 1:20 PM
	This email originated from outside of K-State.				
	Hi				
	Your password has been reset for KCCTO. Go to:				
	https://www.yourcape.org/vforcesite/_nc_external/identity/ui/login/ForgotPasswordInterstitial?				
	r=00D4x000008WyuP005PH000008NucnCjwKMwoPMDBENHgwMDAwMDhXeXVQEg8wMkc0eDAwMDAwMDVQd3EaDzAwNVBI 19WeF8-	MDAw	MDA4	[nVjb	<u>hjFueSx2DISEAON</u>
	PNIQz5oOf2soaDO47L5OrJIZQd6atdSI53I_gMzIxGEkixmrSwO1sQfnJwlvWtAVw5BBJ8AjUrxg_tdOlS6wOzui4irm9fpGHpj8pplbkvxh2	&disp	lay=pa	g <u>e&amp;f</u>	pot=9053c754-
	396c-4b54-b206-10991112eb8afd64cab7-a15c-4ea9-b62f-9a39153fee4c				
	Thanks,				
	Kansas State University				

#### 6. Open the Reset Link

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

## 7. Reset Your Password

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

salesforce		
Reset your password?		
Let's get you set up with a new password.		
Reset Password		

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

salesforce	
Change Your Password	
Enter a new password for melloni@kau.edu. Make sure to include at least: 2 12 characters Also Include at least 3 of the following 2 1 uppercase letter 2 1 number 2 1 number 3 1 special character 0 * New Posssool	
* Confirm New Password	
Match	
*-required Change Password	
Password was last changed on 3/11/2025, 12:21 PM.	

- 8. Log In with Your New Password
  - a. Once successfully changed, return to <u>yourcape.org</u> and log in using your new password.