



SCHOLARSHIP SOURCE: HOW TO RESET A PASSWORD

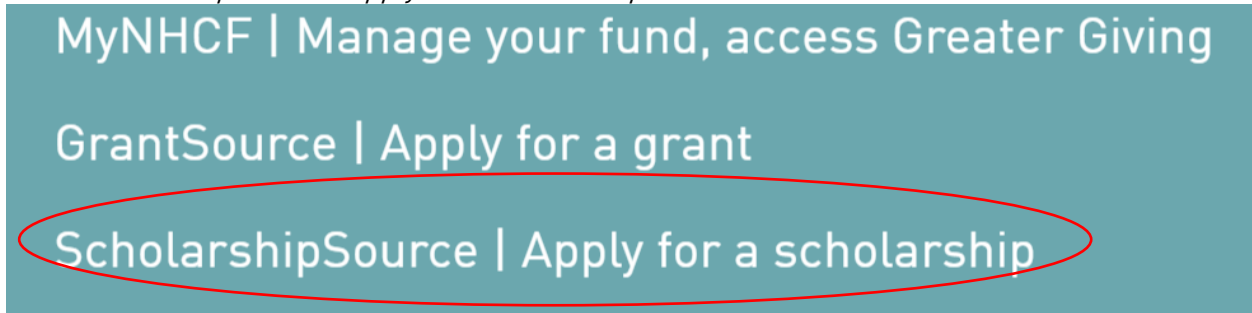
1. If you have already created a Scholarship Source account but cannot remember your password, you are still able to access your account by resetting your password.
2. Visit NHCf's website: www.nhcf.org

Tip: If possible, use either Google Chrome or Internet Explorer as your web browser, as they have the best compatibility with Scholarship Source.

3. From the homepage, click the *Login* button.



4. Click *ScholarshipSource | Apply for a scholarship*.



5. You will be directed to the welcome page for Scholarship Source, which is the Charitable Foundation's online scholarship application portal. Please read all of the information on the page and note the upcoming application deadlines. If you have questions about deadlines please call us.
6. Click *Returning Users Log In* button which will bring you to the sign in page.
7. To reset your password:
 - a. From the sign in page, select the *Forgot your password?* option.
 - b. Enter the email address connected to your account. If you are not sure what email address is connected to your account or if you no longer have access to that email, give us a call. We can update your account with your current email address.
 - c. Answer the secret question, which you created when you set up your account. If you can't answer your secret question, please call us.
 - d. An automated message will be sent to the email address that is connected to your account. Log in to the email address connected to your account and open the automated message. It will contain a temporary password. Copy the temporary password. (CTRL + C)
 - e. Back in Scholarship Source, select *Try to sign in again* to be brought back to the login page. Then paste in your temporary password (CTRL + P) and type in your username. If you cannot remember your username, please see our instructions on how to retrieve a username.
 - f. Create a password.

TIP: Be sure to review the password requirements.
8. If you still have trouble accessing your account, please do not create a new account - please call us. We can very easily look up your account information or update it. Having duplicate accounts has caused problems for applicants in the past!