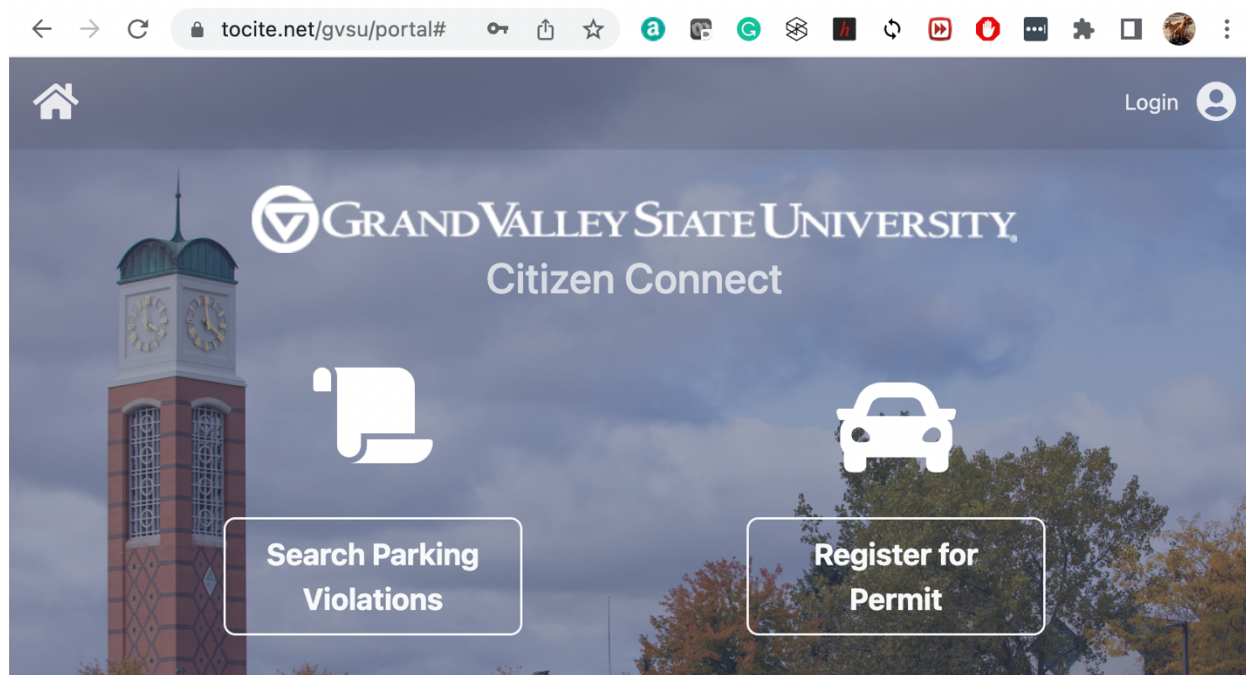
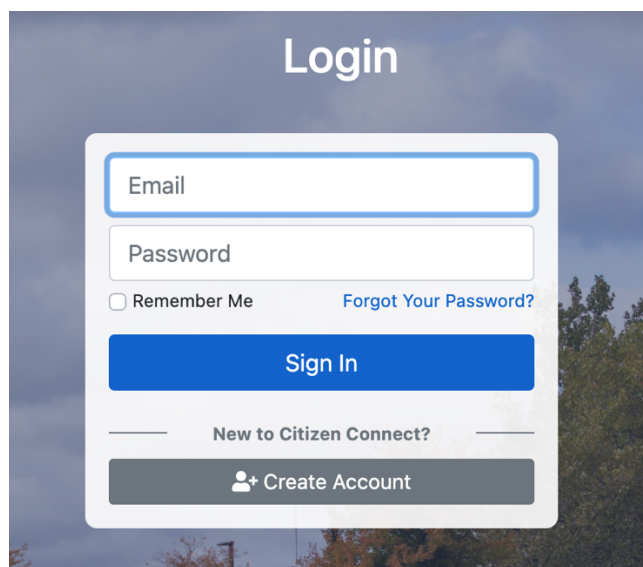


# How to reset your password

**Step 1:** Please visit <https://www.tocite.net/gvsu/portal> and select the 'Login' icon in the upper right corner.

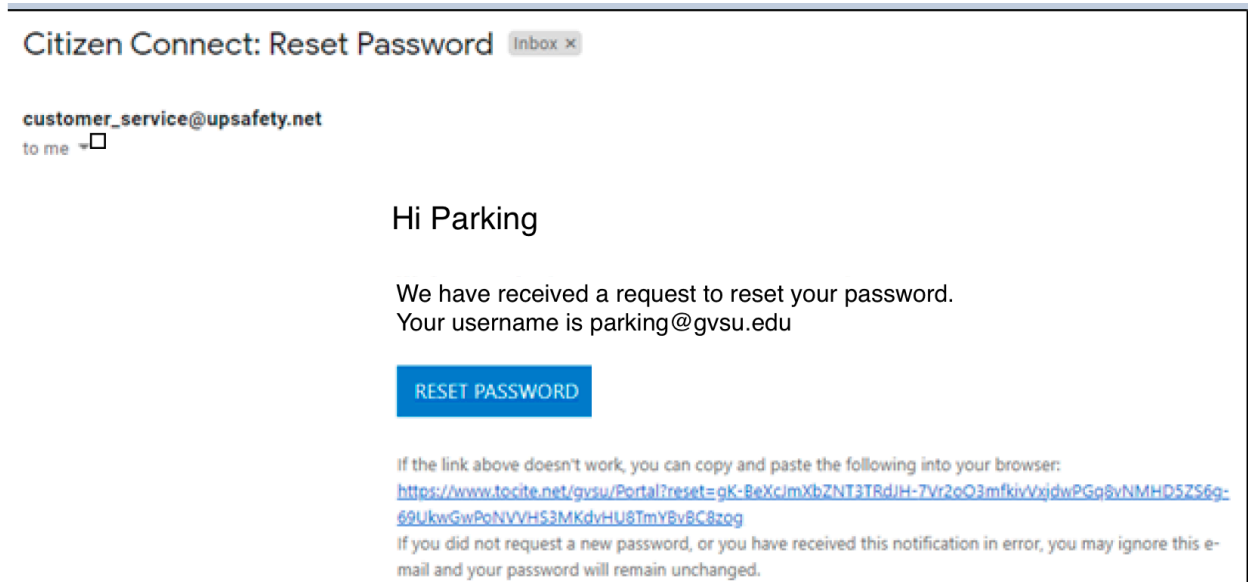


**Step 2:** Select 'Forgot Your Password'



**Step 3:** Enter the email address you used to register for your portal account and click 'Send Request'

**Step 4:** You'll receive an email with a link to reset your password. Click the **'Reset Password'** link.



**Step 5:** Enter your new password and click **'Change Password'**.

The image shows a "Reset Password" form. At the top, the title "Reset Password" is displayed. Below it, the email address "parking@gvsu.edu" is entered in a text field. Underneath, the text "Enter your new password." is shown. Below this is a password input field with a strength indicator (a blue bar and a lock icon). Below the password field, there is a note: "Password must be at least 8 characters and must include at least one upper case letter, one lower case letter, and one number." At the bottom of the form is a blue button labeled "Change Password".

You have completed the password reset process.