

Resetting Your Password

You can use this quick reference as a reminder of the basic steps for resetting your password if you forget your password when you go to log in to Access Online.

Welcome to Access Online!

Please enter the information below and login to begin.

Organization Short Name:

User ID:

Password:

[Forgot your password?](#)

[Register Online](#)

[Website/Browser Requirements](#)

1. If you forget your password, type your organization short name and user ID and then click the **Forgot your password?** link.

Login
Forgot Password

Enter the response to your authentication question. If you are an administrator.

User ID: ch1purchase
Organization Short Name: acme71
Authentication Question: Pet's Name

Enter the response to your Authentication Question:

[Continue](#)

[Back to Login Page](#)

2. Type your authentication question answer and click **Continue**.

Login
New Password

Please enter a new password between 8-20 alphanumeric characters easy for you to remember but not for others.

User ID: Ch1purchase
Organization Short Name: ACME71

Enter New Password:

Re-enter New Password:

[Save](#)

[Back to Authentication](#)

3. Type a new password two times.
4. Click **Save**.

Passwords must be 8–20 alphanumeric characters, with at least one letter and one number. You cannot reuse a password for 12 months.

➤ *Learn More:* For detailed information, refer to the *Navigation Basics* and *My Personal Information* web-based training lessons and user guides at:

<https://wbt.access.usbank.com>

Contact your Program Administrator for the most WBT current passwords.

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