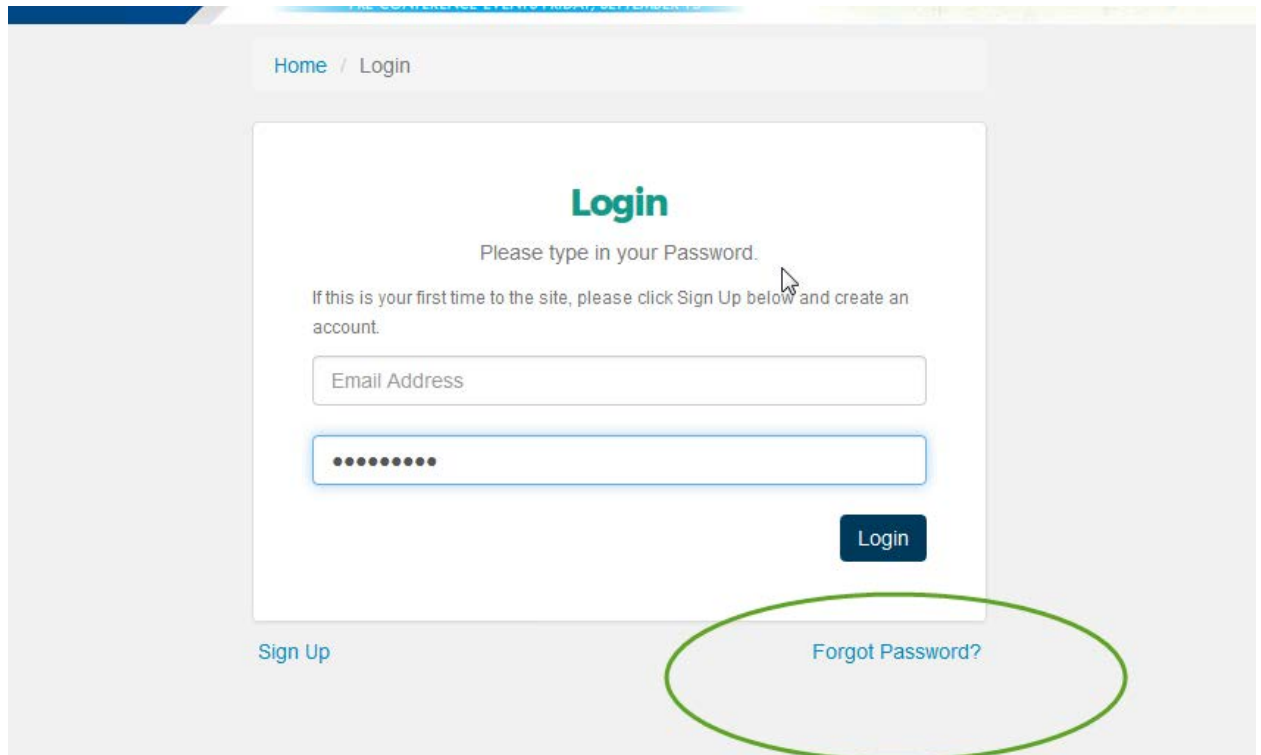


AAP Conference Planner – Forgot your Password

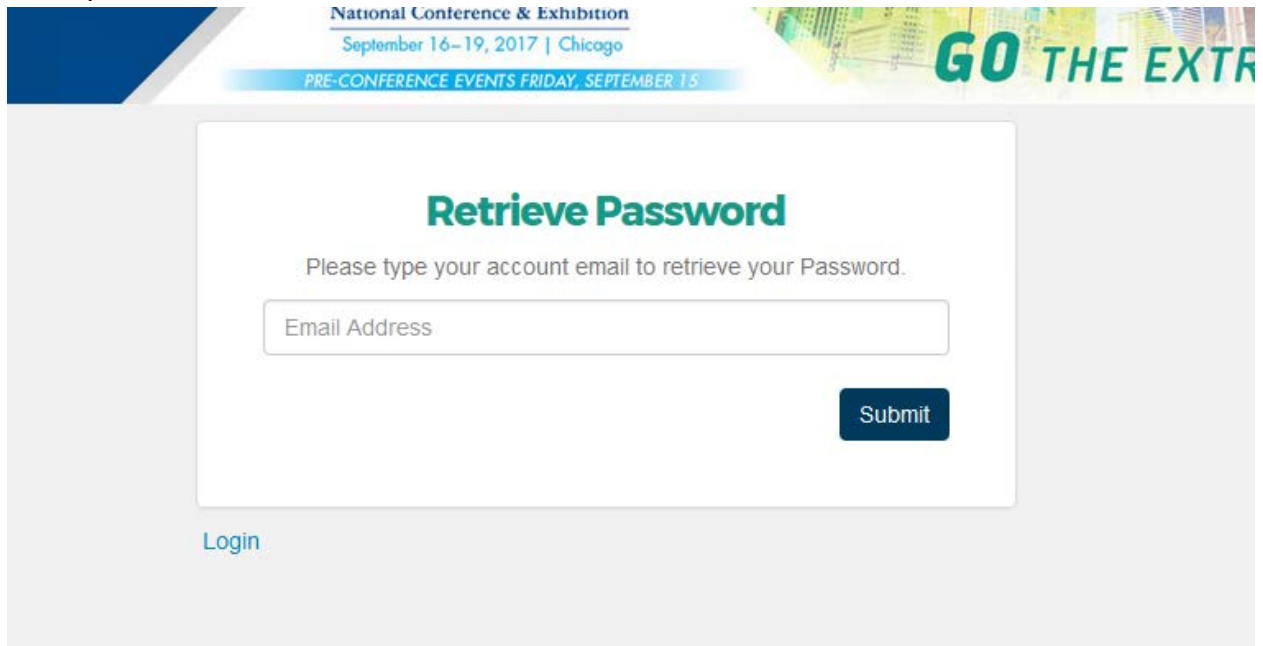
1. To reset your password, select the button at the top of the screen.



2. From the login in page, select the “Forgot Password” option at the bottom of the screen.

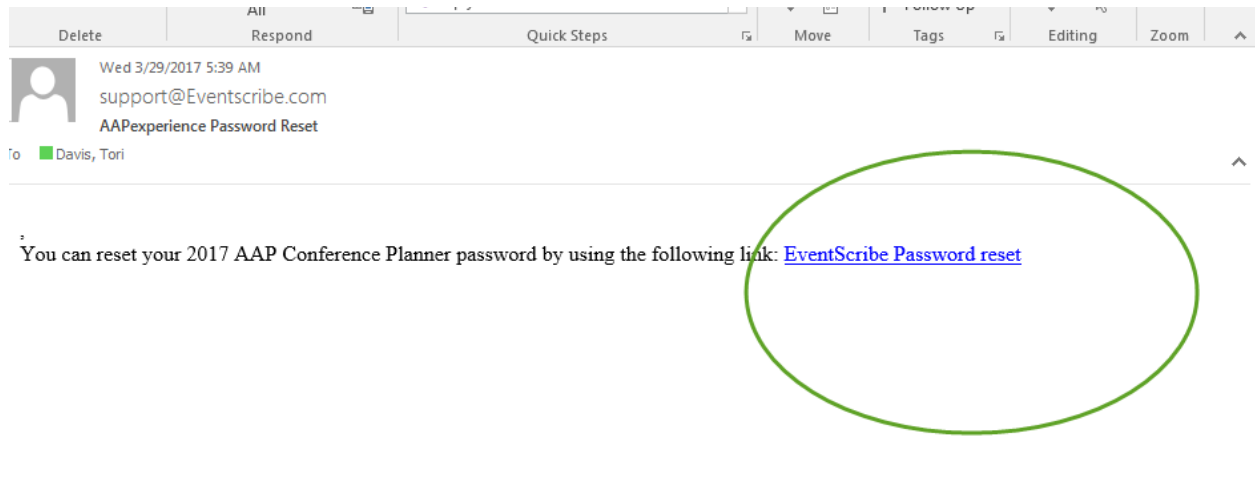


3. Enter your email address and select the submit button.



The screenshot shows a web page for a 'National Conference & Exhibition' held from September 16-19, 2017, in Chicago. The page features a banner with the text 'GO THE EXTRA' and 'PRE-CONFERENCE EVENTS FRIDAY, SEPTEMBER 15'. The main content area is a white box with the heading 'Retrieve Password'. Below the heading, it says 'Please type your account email to retrieve your Password.' There is a text input field labeled 'Email Address' and a dark blue 'Submit' button. At the bottom left of the white box, there is a 'Login' link.

4. After you hit submit you will receive an email with a link to reset your password. Click on EventScribe Password Reset to change your password.



- Once you click on this link, you will be routed to a page where you can reset your password. Enter your email address, new password, repeat your new password, and hit the submit button. **Please note: Your password must be at least 8 characters and contain 1 number, 1 upper case letter, 1 lower case letter, and cannot exceed 32 characters.**

The screenshot shows a web page for a national conference. At the top, it says 'National Conference & Exhibition' with dates 'September 16-19, 2017 | Chicago' and a banner for 'PRE-CONFERENCE EVENTS FRIDAY, SEPTEMBER 15'. A slogan 'GO THE EXTRA MILE' is visible on the right. The main content is a 'Retrieve Password' form. The form title is 'Retrieve Password'. Below the title, it says 'Please type your account email to retrieve your Password.' and 'Please type your email address below to have your password sent to you.' The form contains three input fields: 'Email Address', 'New Password', and 'Repeat New Password'. A 'SUBMIT' button is located below the fields. A green circle highlights the entire form area. In the bottom left corner, there is a 'Login' link. In the bottom right corner, there is a Facebook logo.

Retrieve Password

Please type your account email to retrieve your Password.

Please type your email address below to have your password sent to you.

	Email Address
	New Password
	Repeat New Password

SUBMIT

[Login](#)