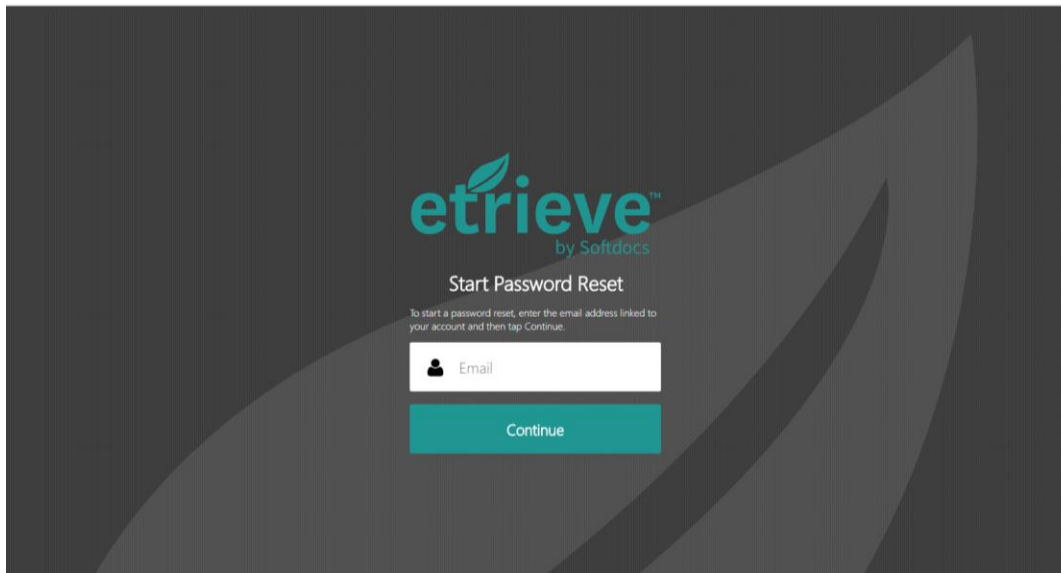


Etrieve by Softdocs

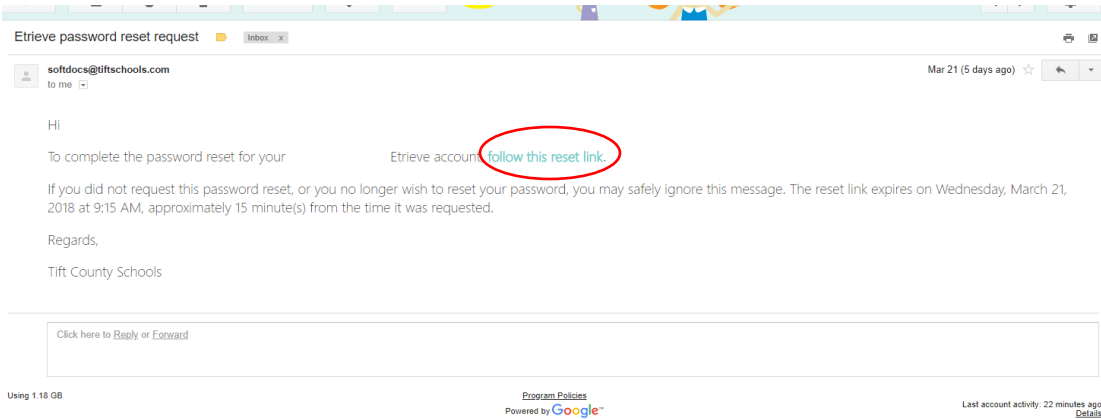
How to reset or change your password

To change your password, click “Forgot your username or password?” Enter the email that is linked to your account. If you have a tiftschools email, enter it. If not, enter the email address you have provided to your employer.



The screenshot shows the Etrieve by Softdocs login interface. At the top, the logo 'etrieve™ by Softdocs' is displayed in teal. Below the logo, the text 'Start Password Reset' is centered. Underneath, a smaller line of text reads: 'To start a password reset, enter the email address linked to your account and then tap Continue.' There is a white input field with a teal border and a teal icon of an envelope, labeled 'Email'. Below the input field is a teal button with the word 'Continue' in white text.

Check your Inbox for an email from Softdocs. Be sure to check your Junk/Spam mail as well.



Click the link and enter the desired password. After clicking the submit button, be sure to wait for notification that your password has been reset.