




Login First Time or Password Reset by University:

(See reverse if not resetting for first time and did not have University reset password)

Record your username and default password (mixture of letters and numbers) on this sheet for any future resetting.
(Default password NEVER changes.)

Username _____ **Default Password** _____

1. **RECORD USERNAME AND DEFAULT PASSWORD ABOVE** (Received at NSO or picked up at Library, LAC, or Admissions)
2. **Off campus-** proceed to step 6
On campus- type CTRL, ALT, and DLT to bring up first password screen
3. Enter username and default password from sheet
4. Verify "Student" is listed for domain
5. Click "OK"
6. Open internet explorer 
7. Go to **<http://lionspass.uafortsmith.edu>**
8. Enter username and default password
9. Click "Change Password"
10. Enter default password in "Current Password" box
11. Create new password (containing 8 characters, 1 uppercase, 1 lowercase, and 1 number)
12. Submit changes
13. Scroll down and click blue "Set Them Now" link
14. Enter username and **new** password
15. Enter requested information (ID # must begin with @)
16. Choose secret question and answer; **RECORD THIS FOR FUTURE RESETS**
17. Submit changes
18. *Wait 10 minutes but no longer than 24 hours*
19. Open internet explorer ; Click **LIONSLINK**  in top right corner
20. Enter username and new password; Click "Login"

You are now logged into Lionslink. You can check your email, register for classes, check financial aid status, find out what is happening on campus, and much more!

In the future, if your password is not working you will follow the instructions on the back of this page to reset.



Reset Password From Home:

(See reverse if resetting for first time *or if* University has reset password)

Record your username and default password (mixture of letters and numbers) on this sheet for future reference. (Default password NEVER changes.)

Username _____ **Default Password** _____

If you have this sheet, your default password, and have previously set a secret question, you can reset your password from any location with internet access. If you do not have your default password, you will need to go to the Library, LAC, or Admissions with your student ID. Your password CAN NOT be reset over the phone.

1. Go to <http://lionspass.uafortsmith.edu>
2. Click "**Cancel**"
3. Enter your username, student ID number (include @ symbol), and date of birth
4. Click "**Submit**"
5. If you have a Secret Question, you will be prompted to answer
6. Click "**Submit**"
7. If answered correctly, your password will be set to your default password
8. Return to <http://lionspass.uafortsmith.edu>
9. Enter username and default password
10. Click "Change Password"
11. Enter default password in current password box
12. Create new password (containing 8 characters, 1 uppercase, 1 lowercase, and 1 number)
13. Submit changes
14. *Wait 10 minutes but no longer than 24 hours*
15. Open internet explorer ; Click **LIONSLINK**  in top right corner
16. Enter username and **new** password; Click "Login"

You are now logged into Lionslink. You can check your email, register for classes, check financial aid status, find out what is happening on campus, and much more!

