

PIMS ONLINE RESET PASSWORD

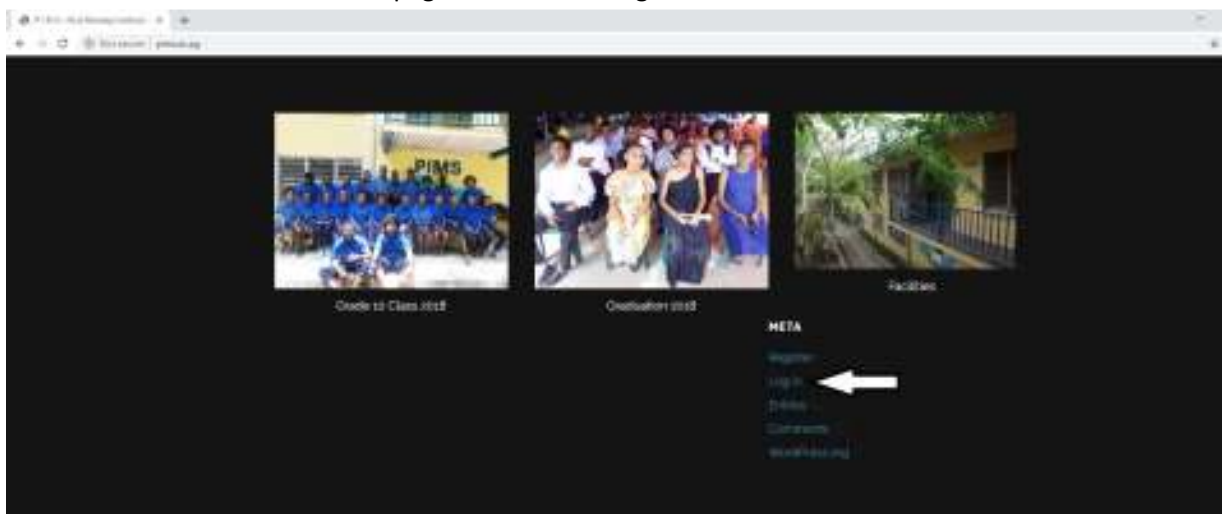
The help guide below shows how a user can change his/her Password if it is forgotten or simply the user deciding to use a password of their choice.

STEPS:

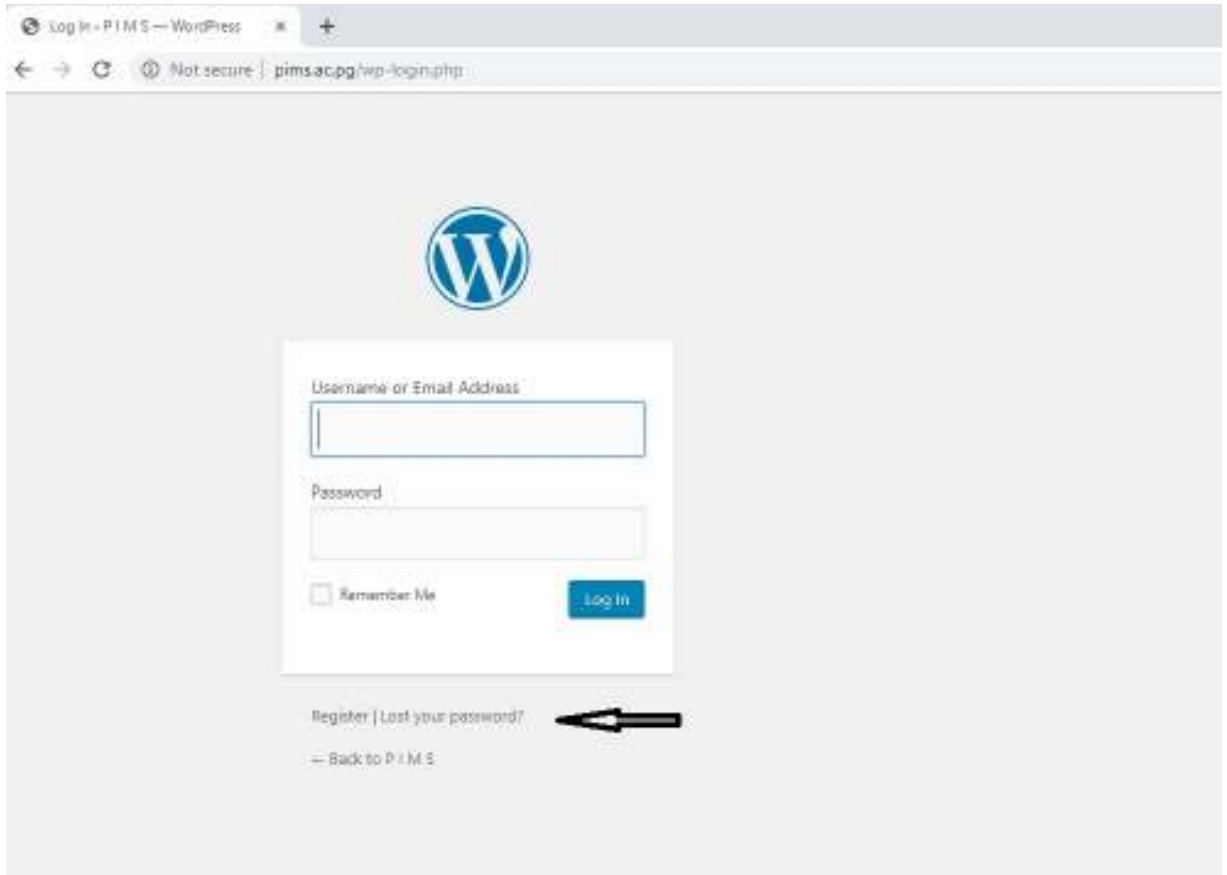
1. Open your web browser (Google Chrome, Firefox, Microsoft Edge, and Opera) and in the address bar type “www.pims.ac.pg” and load the PIMS home page.
You should get a page as displayed below



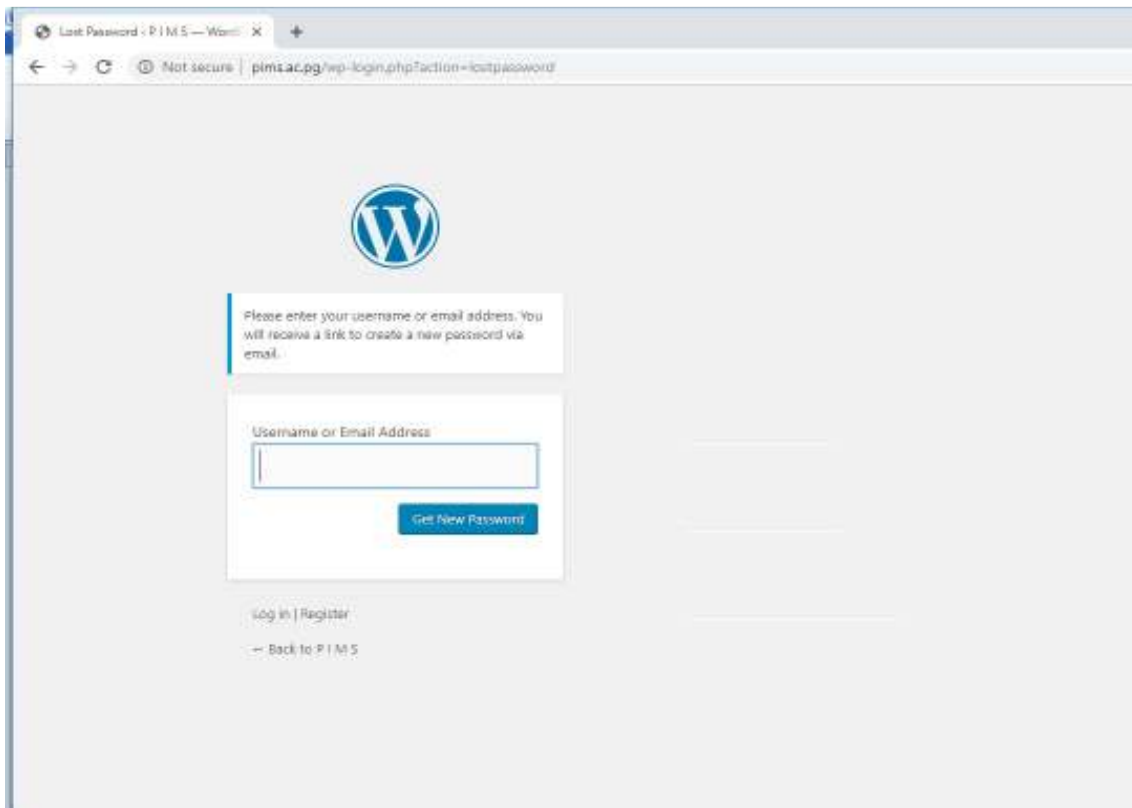
2. Scroll down to the bottom of the page and click the Login link as shown below



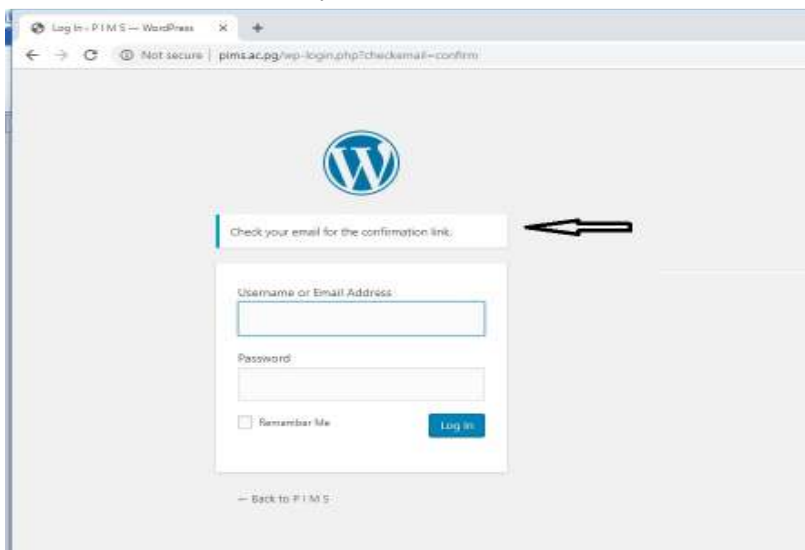
3. This should open the Login page as shown below



4. Click on the Lost your password? Link as shown in the picture above.
This will load the reset password page as shown below.



5. In the above page, enter your username or email address in the provided text box. Click on the Get New Password link.
This will bring the up another page as shown below. If you do get this that means your password reset link has been sent to your email address.



6. .Check your email and there should be an email sent from PIMS. Open the email and click on the link as shown below.

[P I M S] Password Reset Inbox x



Pims <pimsncd@pims.ac.pg>

to me ▾

Someone has requested a password reset for the following account:

Site Name: P I M S

Username: Your username

If this was a mistake, just ignore this email and nothing will happen.

To reset your password, visit the following address:

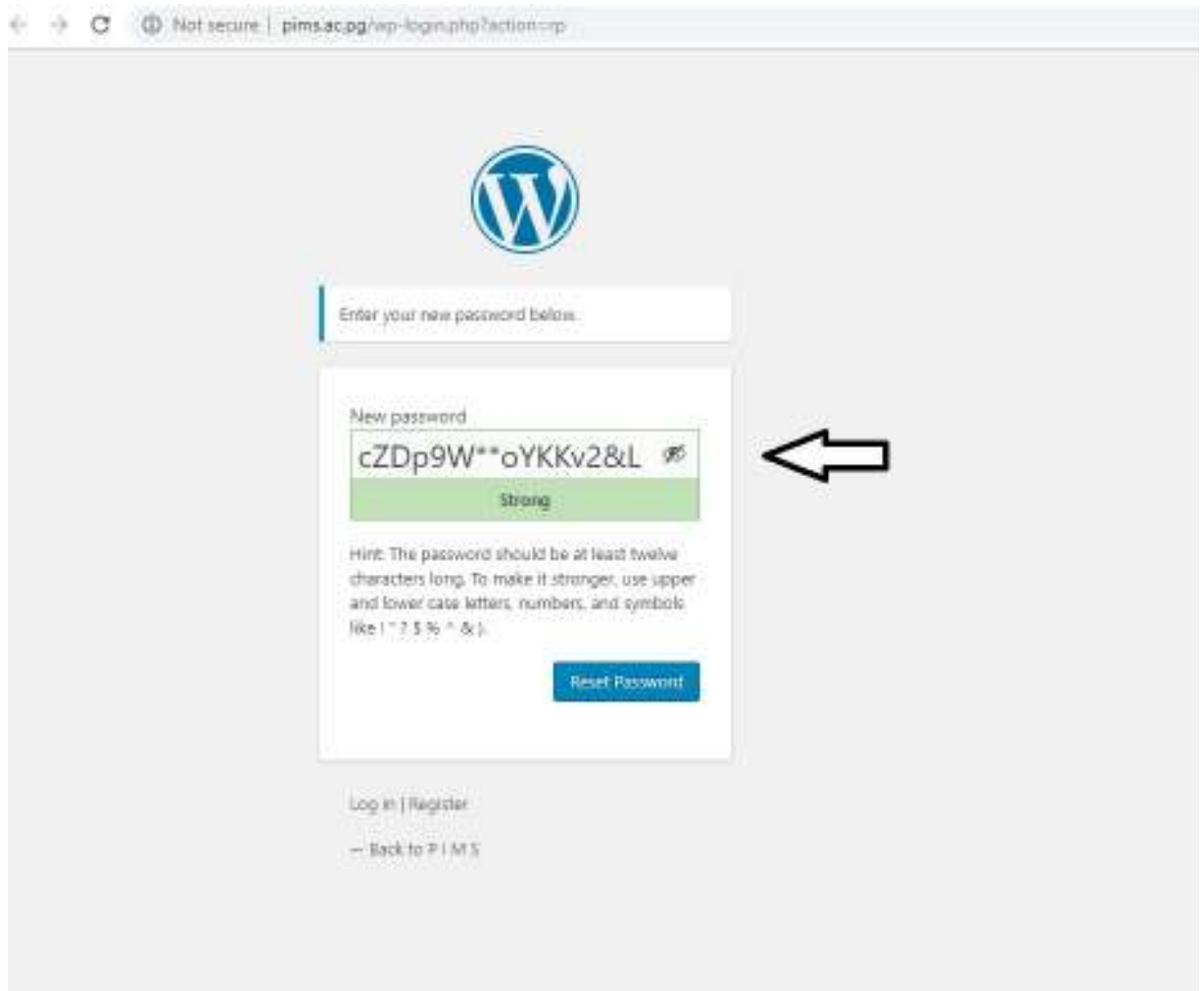
<<http://www.pims.ac.pg/wp-login.php?action=rp&key=1Z8Zv4E7cdnGP6y5dUcc&login=sipsip>>



← Reply

➡ Forward

7. Click on the link where the arrow is pointing as per picture above.
This will bring you to the page as shown below



8. The arrow pointing to the text box as shown in the above picture is your new password generated by the system. This is your password.
To change the password, clear the password in the text box and enter your preferred password.
Make sure your password is a mixture of upper case letter, lower case letter and numbers and more than 8 characters long.
9. Click on the Reset Password blue button at the bottom.
10. Once successful you should get the page as shown below



Your password has been reset. [Log in](#)

← [Back to PIMS](#)

11. You can now click on Login link and that will bring you back to Login page.
You can supply your newly created username and password to login to the online system.
This is shown below

