Reset Your User Password

If you forget the password to log in to Linkus clients or the PBX management portal, you can reset your User Password.
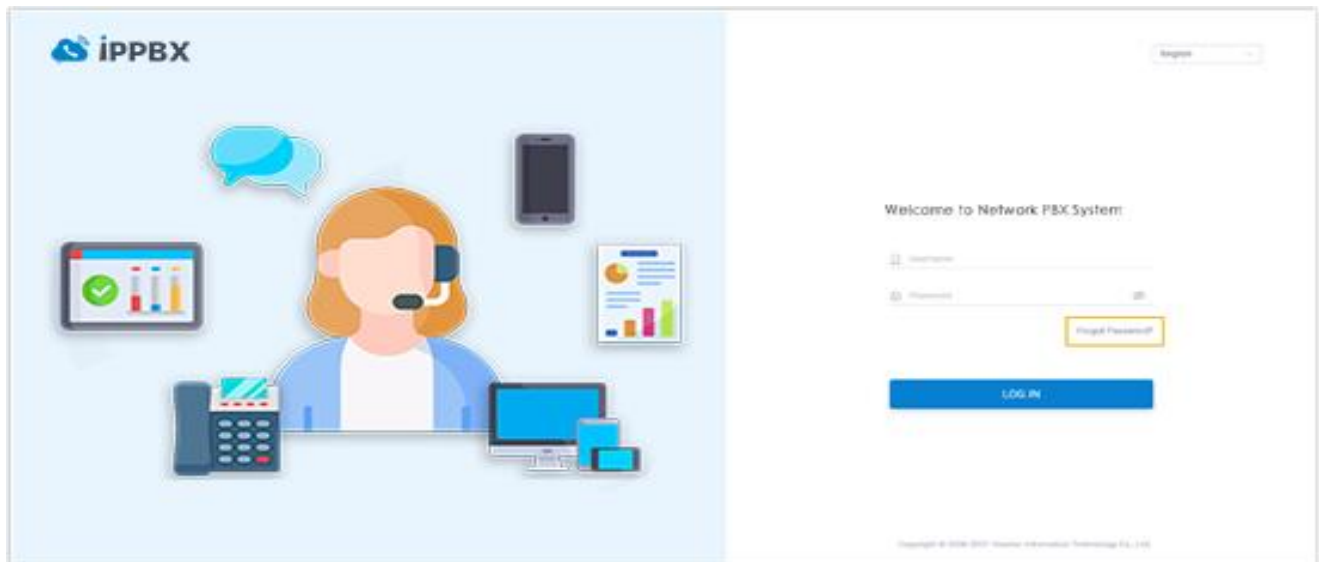
Prerequisites

- If you forget the email address, you cannot reset your password.

Note: In this case, you can contact the system administrator to help you reset your User Password.
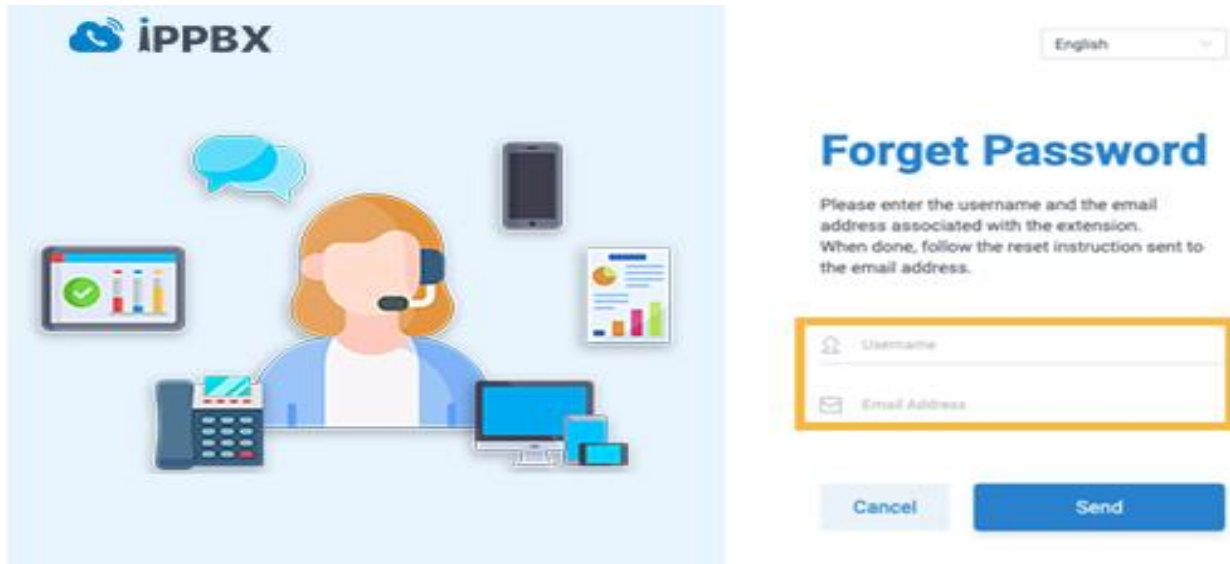
Procedure

1. Access Network PBX Web Client, click **Forgot Password.**
2. You are redirected to the **Forget Password** page.

3. On the **Forget Password** page, enter the username and the email address.
   - **Username**: Extension number.
   - **Email Address**: The email address that is associated with your extension.

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4. Click **Send**.

A password reset email is sent to your email address.

5. Check the password reset email, and click the link provided in the email.
6. You are directed to the **Reset Password** page.

Note: This link is valid for 30 minutes and can only be used once.

7. On the **Reset Password** page, enter your new password twice, and click **Save**.
8. Result

Your User Password is changed. You need to log in to the PBX management portal and Linkus clients by the new password next time.