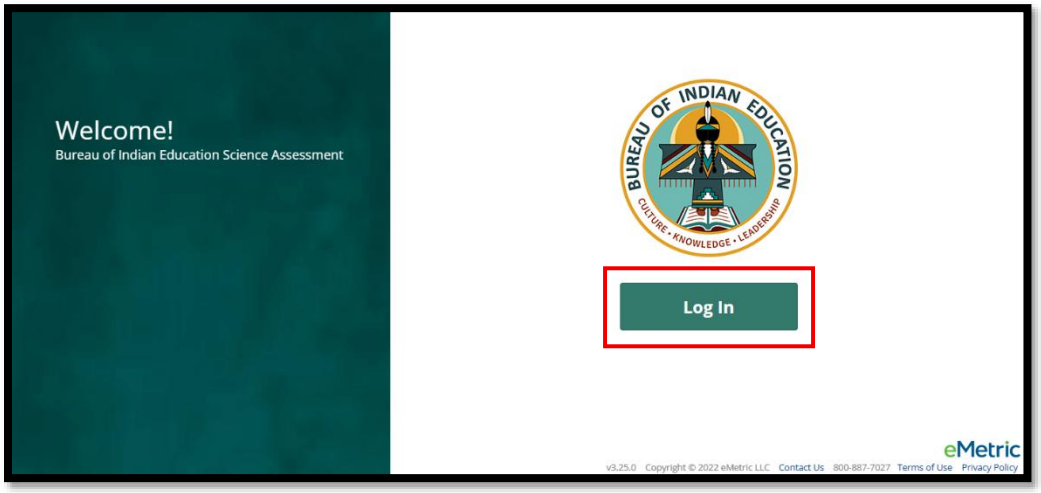
Instructions for Resetting Your Password in the BIE Science Assessments Online Portal

Step 1: Go to the Portal URL: https://bie.cognia.org/ and click on the ***Log In*** button.



Step 2: Type in your ***Username*** as indicated in the screenshot below.

If you have forgotten your password, select the ***Forgot Password?*** link and enter your ***Username*** as indicated in the screenshot below. Click the ***Submit*** button. The system will send an email to the email address associated with the account, providing instructions to reset your password.

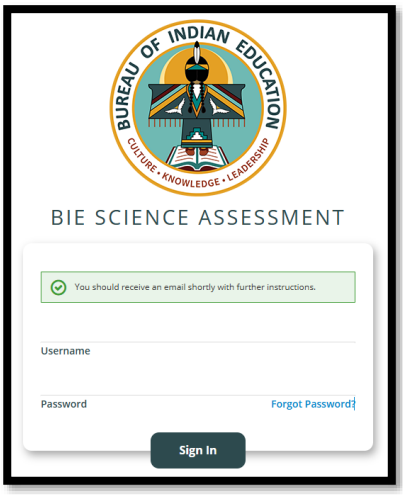


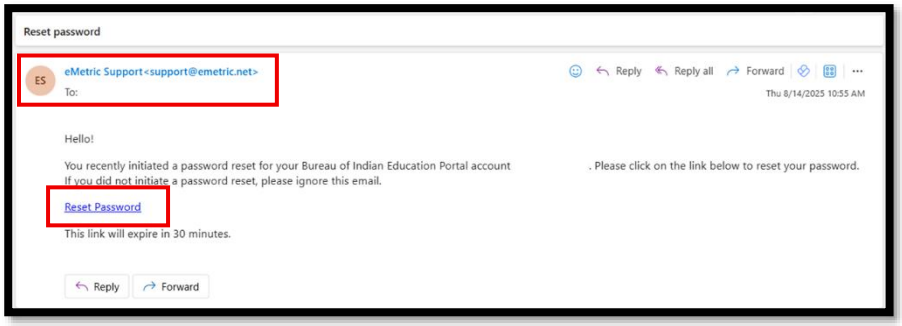
If you forgot your username, please contact the BIE or Cognia BIE Science Helpdesk to request assistance.

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Step 3: When you submit your ***Username*** into the ***Forgot Password*** tool, you will be prompted with a green massage to check your email for further instructions. Please check your spam or junk email folder if you do not see the email in your inbox.

The email will come from **eMetric Support<support@emetric.net>**





Step 4: When you click the ***Reset Password Link*** from the email, you will see this screen ***to create a New Password*** and to ***Confirm password***, then click on the ***Submit*** button.

(Note: This will sign you out of other devices).

