

Quick Instructions: Password Reset

Resetting Your Password

Welcome to School Specialty Online! If you have forgotten your password, there are three different ways you can reset your password to something new.

#1 User Self-Reset

• Visit <u>select.schoolspecialty.com</u> and select Forgot your Password? underneath Account Sign In



• Type in your username and click SEND ME MY VALIDATION CODE



Quick Instructions: Password Reset

• Go to your email and copy your validation code

⊳	From 🗸	wdf_non_production	- 1
Send	То		
	Cc		
	Bcc		
	Subject	FW: School Specialty Account Update for lynn2	
******		The account below was either newly created, or we have received a request to reset the password.	
****		Account Username:lynn22340 Your validation code is: 57076605	
		Please copy and paste this code into the validation code field on the password reset form. Please note, validation codes will expire after 30 minutes.	
		For additional assistance please contact School Specialty Web Support at websupport@schoolspecialty.com or 1-800-513-2465.	
		Thank You, School Specialty	v

- Return to your "Forgot Password" screen, type or paste your validation code, then type your new password in both the **New Password** and **Verify Password** boxes
- Click Change Password. You are now able to sign in with your username and new password

Important:

Passwords must be at least 8 characters long, contain at least 1 letter and 1 number and are case-sensitive.

Return	ing Customers	New Customers
Your account is activated. Enter your password to log on to the store.		If your school or business has an account, please select Find Your
Username:	lynn22340	Organization and enter the required information to find your account.
Password:	*****	FIND YOUR ORGANIZATION
Forgot User Forgot Pass	name? word? SIGN IN	
Need to	make a purchase with a personal accou Spec	int? Register to Shop as an Individual with School cialty.