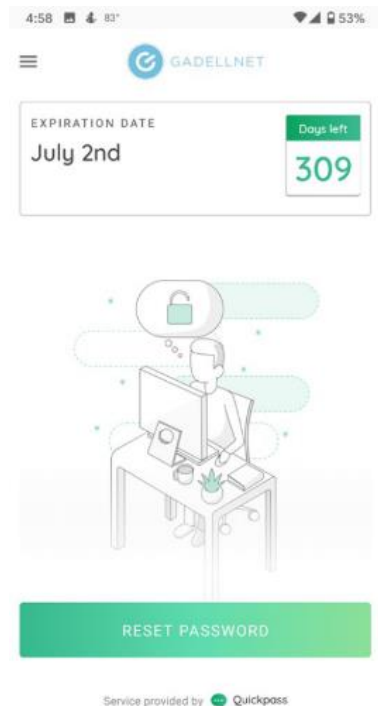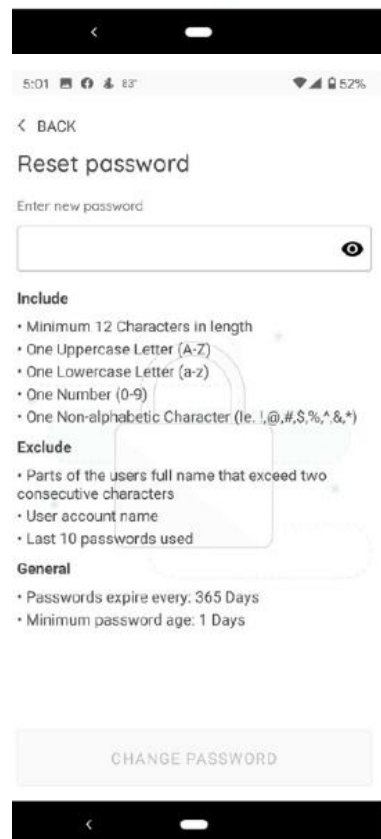# How to Reset your Password with Quickpass

This process changes your password for everything except your local computer password, until you go into the office and restart your computer.

1. Open the Quickpass app on your phone.

2. Your phone may ask you to put in your passcode.

3. Then you will be taken to the Quickpass home screen as
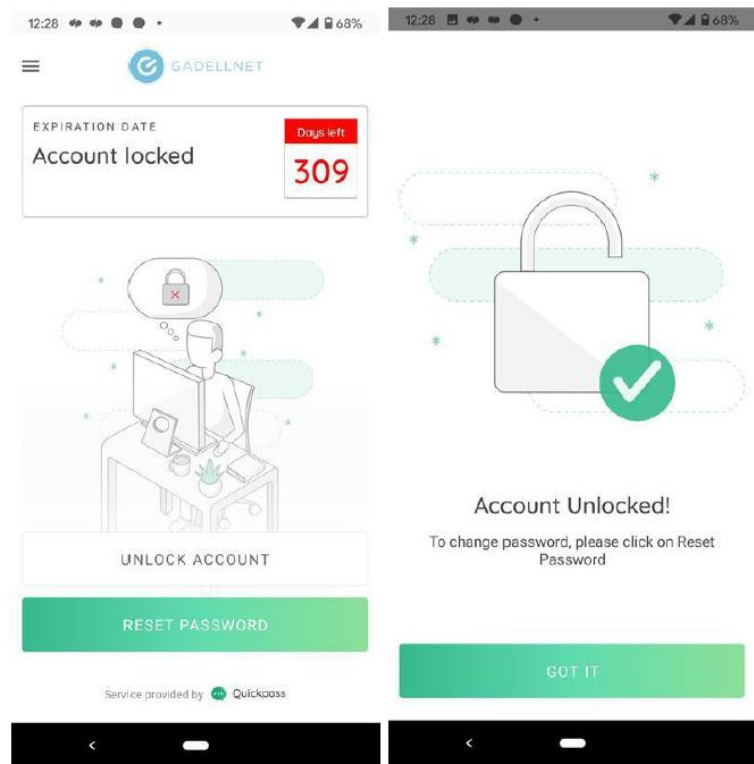
   shown to the right.

4. Choose <u>Reset Password</u>.

5. After you choose <u>Reset Password</u>, you'll be taken to a

   screen that shows you the password requirements.

6. Input your new password and choose <u>Change Password</u>

   at the bottom.

7. After selecting <u>Change Password</u>, please wait 5 minutes

   before trying your new password.

How to Unlock your Account with Quickpass

1. Open the Quickpass app on your phone.

2. Your phone may ask you to put in your passcode.

3. Then you will be taken to the Quickpass home screen as shown to the right.

4. Choose <u>Unlock Account</u>.

5. After selecting <u>Unlock Account</u>, you'll be taken to

the Account Unlocked screen shown above. Please wait 5 minutes before trying to

login.

If any issues arise during this process, immediately reach out to help@gadellnet.com for assistance.