

# DSSI Change Password & Forgotten Password Feature



**Sign In**

To begin, type in your Corporation Code, User Name and Password.

Corporation Code:

User Name:

Password:

[Forgot Your Password?](#) | [Change Password](#)

**SIGN IN >>**

From the DSSI Sign In screen, you can now change your password, request an email password reminder or reset your password if you are locked out of the system. Simply click on the links that appear below the password field on the Sign In screen. The following steps will guide you through the process.

## Change Password:

- Click the Change Password link on the Sign In screen
- Enter your Corporation Code, User Name, and current Password. Click the Submit Button.
- Enter your new password, and then enter it into the second box for verification. Click the Submit Button.
- When a new, valid password is entered, a message will appear verifying a successful change.

**Change Password**

To change your password, please sign-in using your **current** password. After authentication, you will be asked to create your new password.

Corporation Code:

User Name:

Password:

[Cancel](#)

**SIGN IN >>**

**Change Password**

Please enter a new password.

New Password:

Verify Password:

**SUBMIT >>**

**Password Successfully Changed!**

Your password was successfully changed. You will be automatically logged into DSSI in a few seconds. If you aren't redirected, you may also click here to [sign into DSSI](#).

## Forgotten Password:

- Click the Forgot Your Password? link on the Sign In screen.
- Enter your Corporation Code and User Name. Click the Submit button.
- If valid information is entered and you are authorized to use this functionality, a message will appear explaining that you have been sent an email with instructions and a link to change your password. If this functionality is not available to you, a message will appear with information on how to proceed.
- Click the link that appears in the email.
- This will open up a new browser window. From this window, you will be prompted to enter your new password, and then enter it into a second box for verification. Click the Submit Button.
- When a new, valid password is entered, a message will appear verifying a successful change.

**Forgot Your Password?**

Please enter your account information below to email instructions for resetting your password. If you don't know your User Name or Corporate Code please call your corporate help desk.

Corporation Code:

User Name:

[Cancel](#)

**SUBMIT >>**

**Password Request Confirmation**

We have received your request for password assistance. You will receive an email shortly with instructions for resetting your password. You may [close this window](#).

**Change Password**

Please enter a new password.

New Password:

Verify Password:

**SUBMIT >>**

**Password Successfully Changed!**

Your password was successfully changed. You will be automatically logged into DSSI in a few seconds. If you aren't redirected, you may also click here to [sign into DSSI](#).

## Locked Out:

If you enter an incorrect password multiple times, the system will lock you out.

- If you are ever locked out of the DSSI system, an error message will appear.
- An email will be automatically sent with instructions and a link to change your password if you are authorized to use this functionality. If this functionality is not available to you, a message will appear with information on how to proceed.
- Click on the link that appears in the email.
- Enter your new password, and then enter it into the second box for verification. Click the Submit Button.
- When a new, valid password is entered, a message will appear verifying a successful change.

### Account Lockout Reset

 We're sorry, your account has become locked out because of too many failed login attempts. You will receive an email shortly with instructions for resetting your password. You may [close this window](#).

### Change Password

Please enter a new password.

**New Password:**

**Verify Password:**

**SUBMIT >>**

### Password Successfully Changed!

 Your password was successfully changed. You will be automatically logged into DSSI in a few seconds. If you aren't redirected, you may also click here to [sign into DSSI](#).