

## External Learners: Password Hint

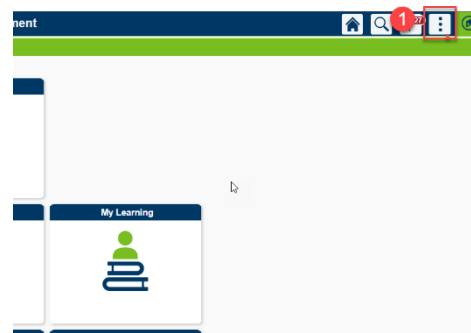
### Creating a Forgotten Password Hint

This guide is for external learners. This guide explains the steps required to create a password hint.

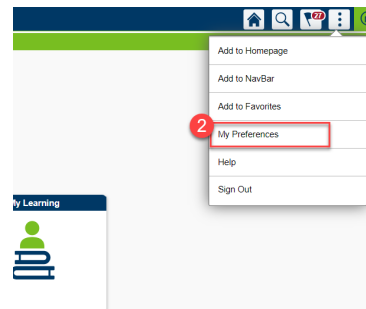
**External Learners must create a password hint.** Creating a password hint question allows the external learner to use the “Forgot Password?” link on the login page to reset their password. External learner’s passwords expire every 60 days. If this hint is not created and the password expires, the learner then must contact [CO-Training.doc@state.mn.us](mailto:CO-Training.doc@state.mn.us) and request a new password. Please see the steps on how to create the forgotten password hint below.

### How do I create a password hint?

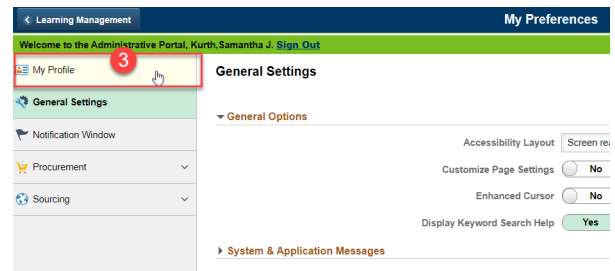
1. Click on the **3-dot icon** in the top right corner of the screen.



2. Click on **My Preferences**.

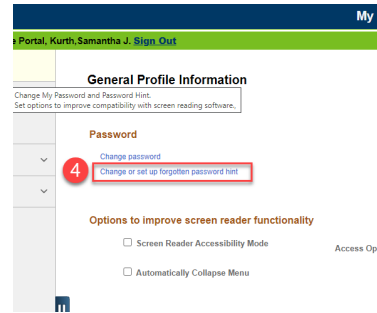


3. Click on **My Profile**.

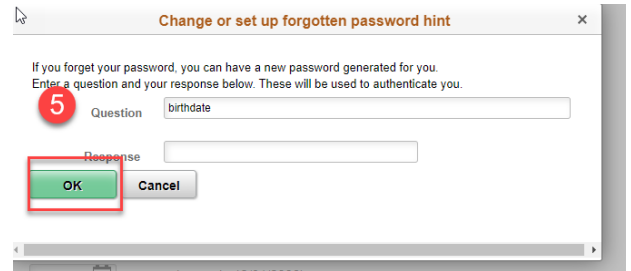


# ELM Programs: Class Enrollment

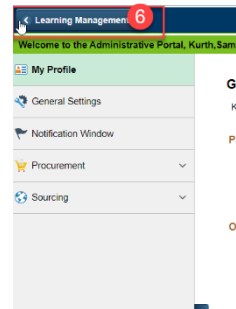
4. Click on **Change or set up forgotten password hint**.



5. You can then **enter in a question or phrase with the response** and **click OK**. You have now set up a password hint and will be able to use the forgot password link on the login page.



6. To go back to the ELM homepage, click **Learning Management** in the top left corner of the screen.



For ELM questions, contact your local training department or [CO-Training.doc@state.mn.us](mailto:CO-Training.doc@state.mn.us)