

Forgot Password (Reset Password)

Forgot or Reset Password

In case you have forgotten or wanted to reset your password, just click on the "**I forgot my password**" link on the Comparison login page.

A screenshot of the Comparison login page. It features three input fields for "E-mail: *", "Password:", and "Access Code:". Below these is a checked "Remember me" checkbox. A green "Log in" button is present, followed by a separator "— OR —" and a light blue "Join TeamTime™ Session" button. At the bottom, a link "I forgot my password" with a question mark icon is highlighted with a red rectangular border.

A prompt will be displayed where you need to enter the email address of your Comparison account.

A screenshot of a "Password reminder" dialog box. The title bar is blue with a close button. The main text reads: "Please enter email address for your registered account. We will send you your password information to this address. If you do not receive it shortly, be sure to check your SPAM filter, or junk-mail." Below the text is an "E-mail:" label and an empty input field. At the bottom are "Send" and "Close" buttons.

Comparison will send you an email with a link (valid for 72 hours) to reset your password.

Simply click the reset link and you will be prompted to create your new password. After doing so, click OK and you will be redirected to the login page where you can type in your email and your new password.

Project Manager Reset Participant's Password

The Project Manager can also change a participant's password.

1. Go to Workgroup Management/Model's Participants List

Expert Choice Comparison® Help Document

2. Search for the Participant that you want to change the password
3. Click the key icon at the right where you can see two options to reset the password:
 - Generate random password
 - Manually set password - by typing in the desired password in the text box provided

Regardless of the option selected, the participant will receive an email with the link to create a new password. The manually set password allows the participant to log in using the temporary password set by the Project Manager; s/he will be asked to create a new password after logging in.

If you just want to change your password, you can go to the **Personal Settings** page after logging in and then update your password.