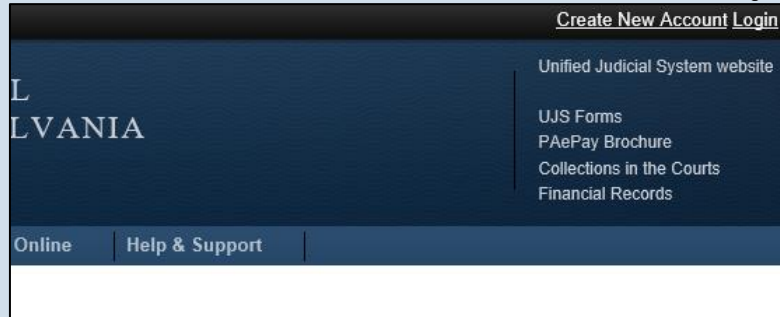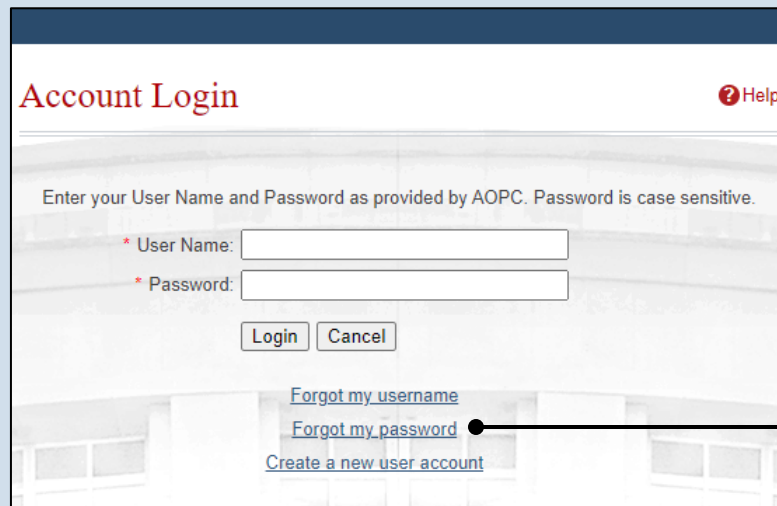# How to Reset Your UJS Web Portal Password
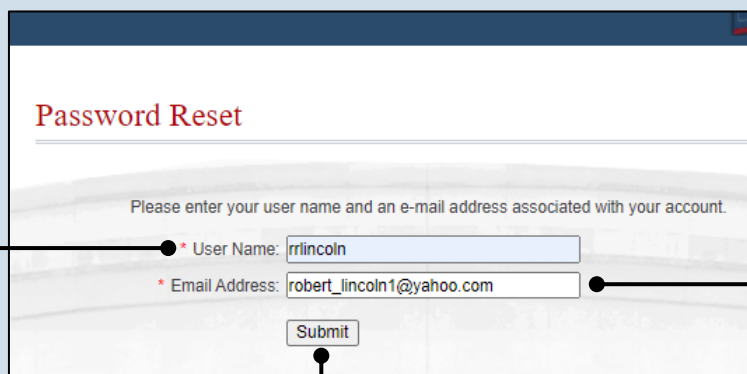
1. Click the *Login* link

2. Click the *Forgot my password* link

3. Enter the username for your UJS Web Portal account

4. Enter your e-mail address
This must be the e-mail address that is associated to your UJS Web Portal account.
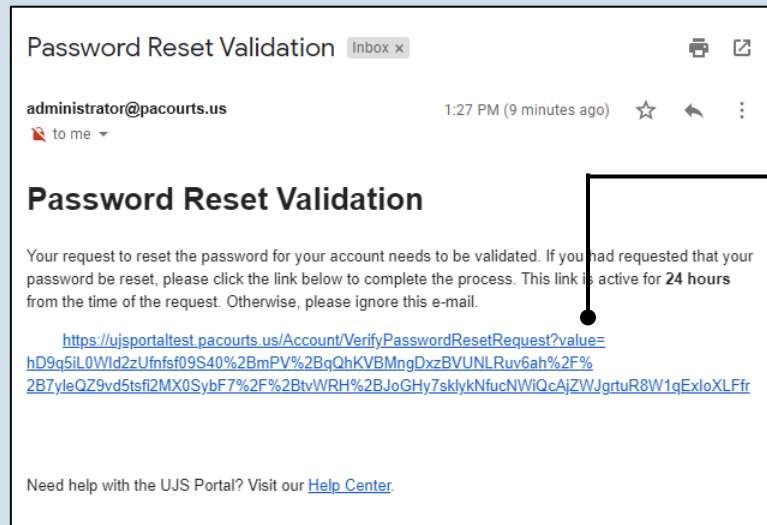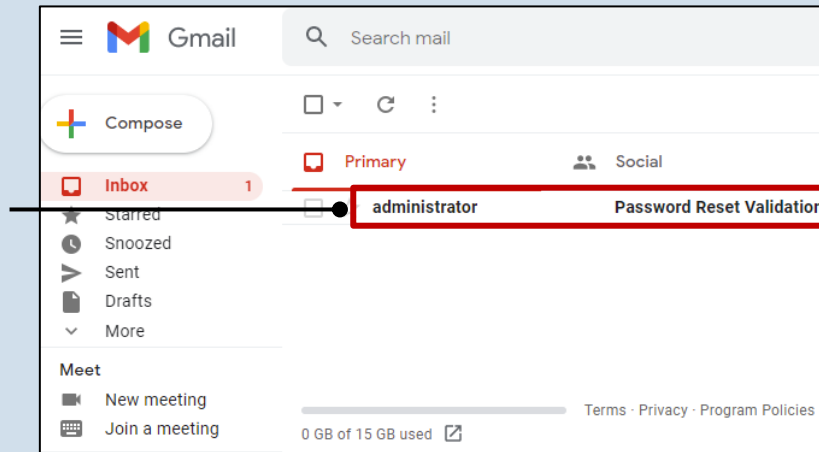
5. Click SUBMIT

6. Open the validation e-mail

An e-mail from administrator @pacourts.us will be sent to the address provided. You will need to access your e-mail account to open this e-mail.

Tip If you do not see this e-mail in your inbox, be sure to check your junk and/or spam folders. While the e-mail usually arrives immediately, it could take up to 15 minutes to appear.

7. Confirm your e-mail address

Click on the link within the e-mail to validate your request for a password reset.
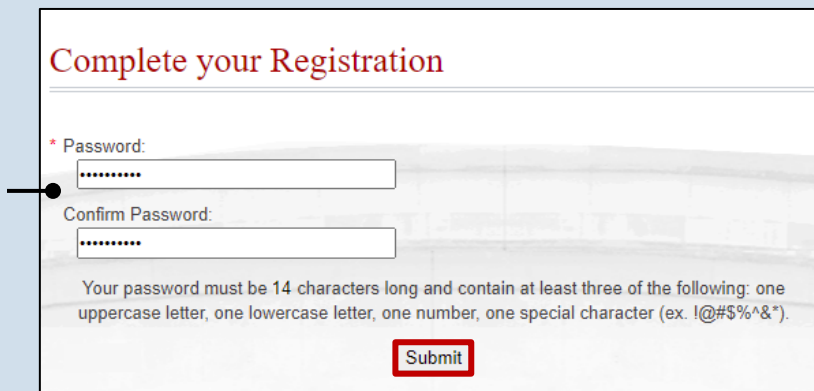
Tip This action will display the UJS Web Portal.

Tip This link is active for 24 hours. After this time the link becomes invalid and will require you to restart this process.

8. Create your password

On the Password Reset screen, enter a new password and then confirm it by entering it again.

Click the SUBMIT button.

Tip You can choose your new password, but it must meet the requirements specified onscreen.

END