



# Guidance Document for Circol ELT Reset Password

eQF083 - Version 1.1

Date 11/11/2022

## Contents

Introduction.....	3
Reset Password .....	3
Password Reset - when logged in.....	6
Change Password: .....	6

## Introduction

Welcome to Circol ELT's reference guide to logging into the reporting portal. The aim of this document is to assist users to reset password. If you have any questions that are not addressed within this document please get in touch with Circol ELT via the contact details below:

### **Circol ELT contact details:**

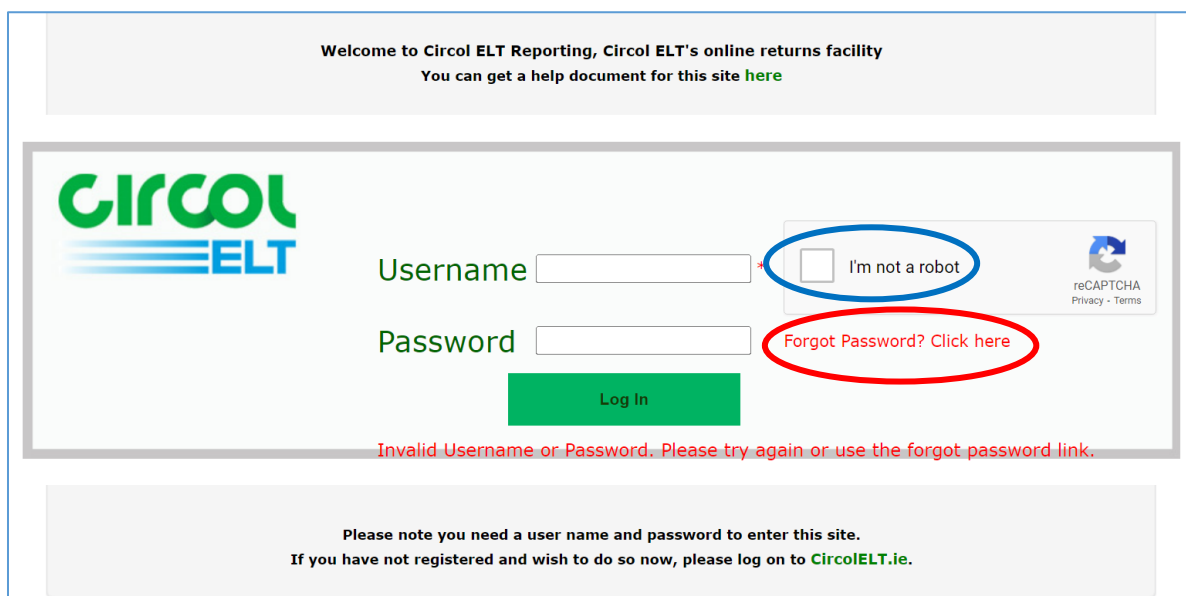
P: (01) 4618 600

E: [info@Circoelt.ie](mailto:info@Circoelt.ie)

W: [www.Circoelt.ie](http://www.Circoelt.ie)

## Reset Password

If you forget or misplace your password you can reset on the login page. Tick I'm not a robot and then click **Forgot Password ?Click here.**




The screenshot shows the Circol ELT login page. At the top, it says "Welcome to Circol ELT Reporting, Circol ELT's online returns facility" and "You can get a help document for this site [here](#)". Below this is the Circol ELT logo. The login form contains fields for "Username" and "Password", a green "Log In" button, and a reCAPTCHA "I'm not a robot" checkbox. A red circle highlights the "Forgot Password? Click here" link. Below the form, a red error message reads "Invalid Username or Password. Please try again or use the forgot password link." At the bottom, a grey box contains the text: "Please note you need a user name and password to enter this site. If you have not registered and wish to do so now, please log on to [CircolELT.ie](http://CircolELT.ie)."

After clicking **Forgot Password ? Click here.** The Password Reset page will open, enter in your Username, click on I'm not a robot and then click Continue on the bottom right-hand side.

**→ Password Reset**

**→ Return to Login Page** **Back to Login**

**Enter the username for the account below. We will send a message to the email address associated with this user account. You can then use this email to reset your password.**


I'm not a robot  reCAPTCHA  
Privacy - Terms

**Username**

**→ Request Password Reset** **Continue**

The reset password will go to the reporting contact first, if a reporting contact is not set up it will go to the main contact.



The below message will appear.




 If the username you supplied is valid, an email has been sent to the email address registered with this account which will enable you to reset the password. This email will only be valid for 15 minutes. If you do not receive the email please check that you are using the correct username or contact Circol ELT at [info@circoelt.ie](mailto:info@circoelt.ie) or (01) 4618 600.

The following is an example of the message sent to member's reporting contact email address:

Click on the link [Set a new password now](#)

Circol ELT Password Reset

 noreply@circolELT.ie  
To:  Dileep Kumar

 Reply  Reply All 

You have requested to reset password on your Circol ELT account.

Click on the link below to set a new password. Please note: this link will expire in 15 minutes

[Set a new password now](#)

If you did not request a password reset or if you have any trouble resetting the password, please telephone the Circol ELT team on (01) 4618 600 or email us at [info@circoelt.ie](mailto:info@circoelt.ie)

Regards,  
The Circol ELT Team.


It will land you on password reset page:

**Reset Password**

Use the form below to reset your password.

The rules for the new password are :

- Must be at least eight characters in length
- Must contain at least one lowercase letter
- Must contain at least one uppercase letter
- Must contain at least one digit
- Must contain at least one special character

I'm not a robot  reCAPTCHA  
Privacy - Terms

**New Password**

**Confirm New Password**

**Set Password**

The new password must have minimum 8 letters, at least one lower case letter, one uppercase letter, one digit and one special letter. [For example](#)


**Hello123@**

**Reset Password**

Use the form below to reset your password.

The rules for the new password are :

- Must be at least eight characters in length
- Must contain at least one lowercase letter
- Must contain at least one uppercase letter
- Must contain at least one digit
- Must contain at least one special character

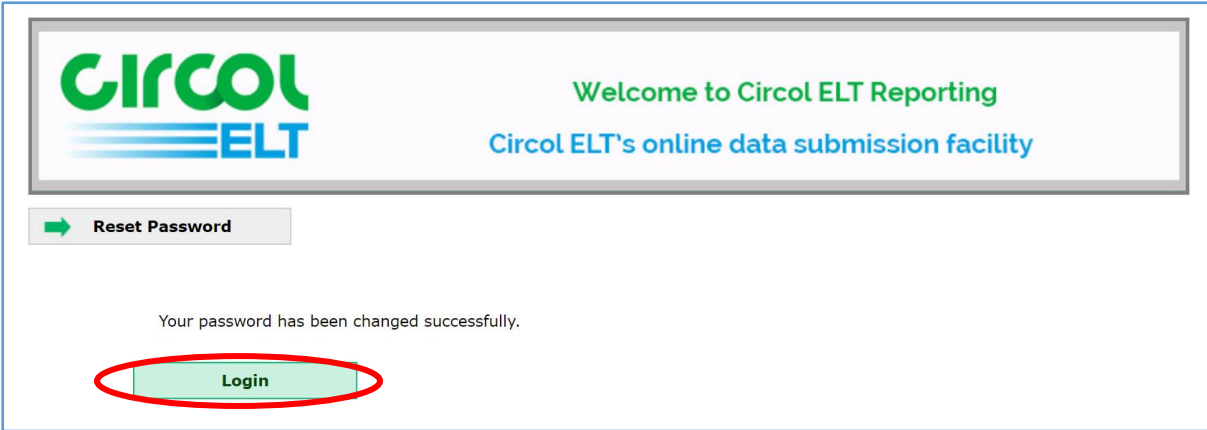
I'm not a robot  reCAPTCHA  
Privacy - Terms

**New Password**

**Confirm New Password**

**Set Password**

Now enter your new password in the correct format, enter same password again in confirm new password bracket. Select I'm not a robot. And click on set password in the right corner.

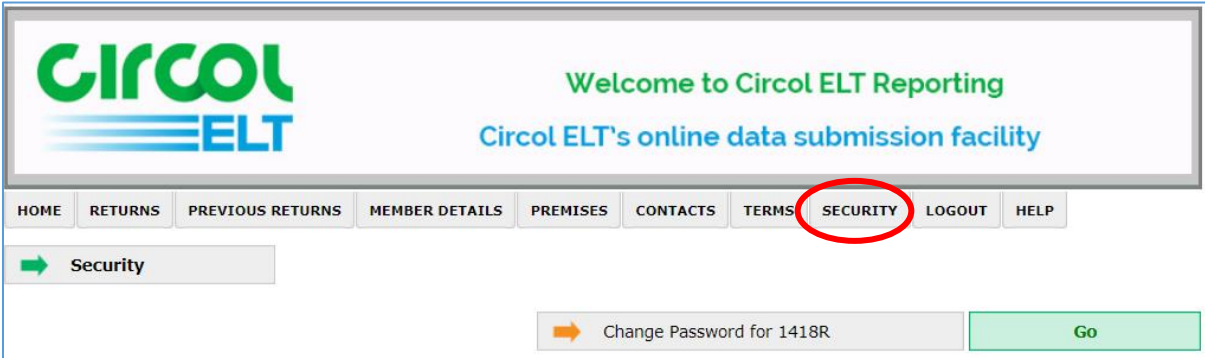


Once you successfully reset your password, click on login to land on the login page. Enter your Username and New Password

### Password Reset - when logged in

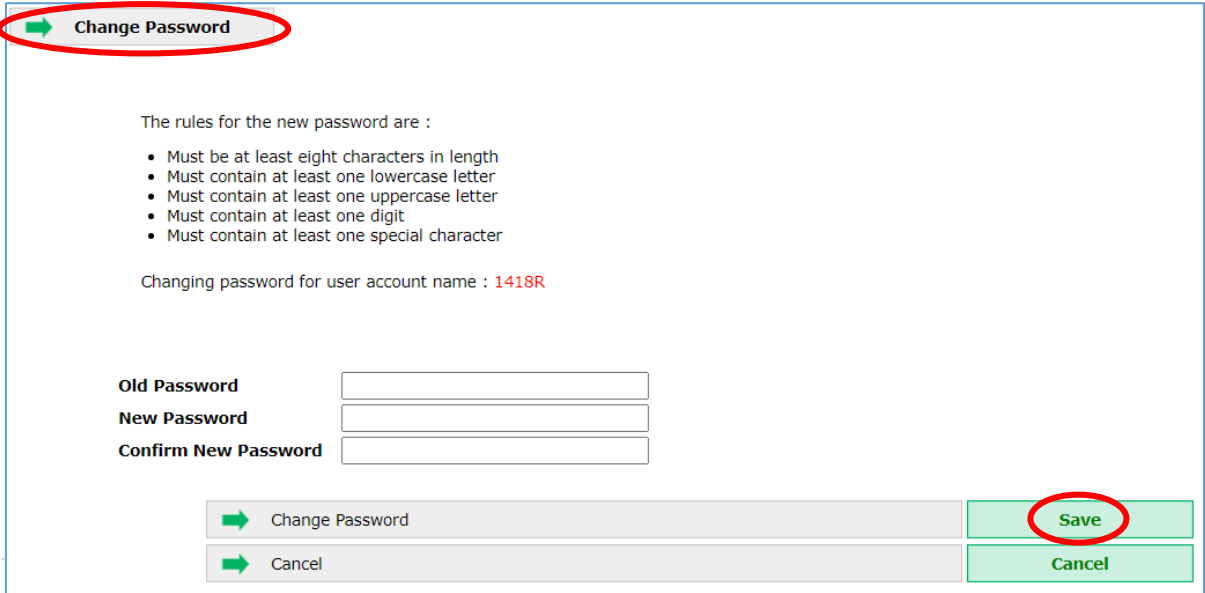
Members can also change the Password when logged in.

Click on the **Security** tab on the grey toolbar, this will open the following page. Select **GO** for **Change Password**.




### Change Password:

The new password is required to be a minimum of 8 characters in length. Enter the old password, and the new password and then confirm the new password. Save on the bottom right hand side.



The following page will open, click Continue and you will be returned to the Security page. Your Password is now rest.

 **Change Password**

The rules for the new password are :

- Must be at least eight characters in length
- Must contain at least one lowercase letter
- Must contain at least one uppercase letter
- Must contain at least one digit
- Must contain at least one special character

Changing password for user account name : 1418R

Your password has been changed

**Continue**