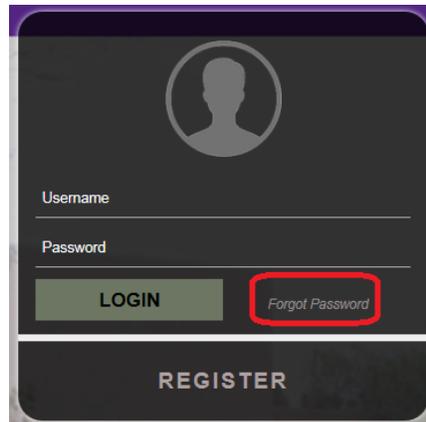


LES Account ID Password Management Guide

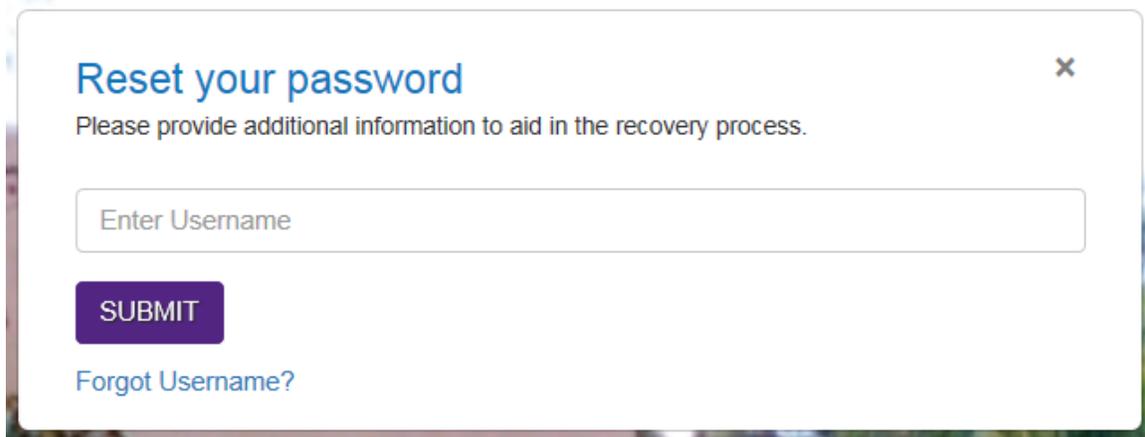
Welcome to LES's new Single Sign-On (SSO) and self-service Password Manager Solution. The password manager will simplify the process of managing your password including resetting a forgotten password and changing your own password.

Note: This option will only work if you have previously configured your personal email for password recovery. If you have not set up your password manager profile, please refer to the *LES Single Sign-On First Time User Setup Guide* for your profile configuration.

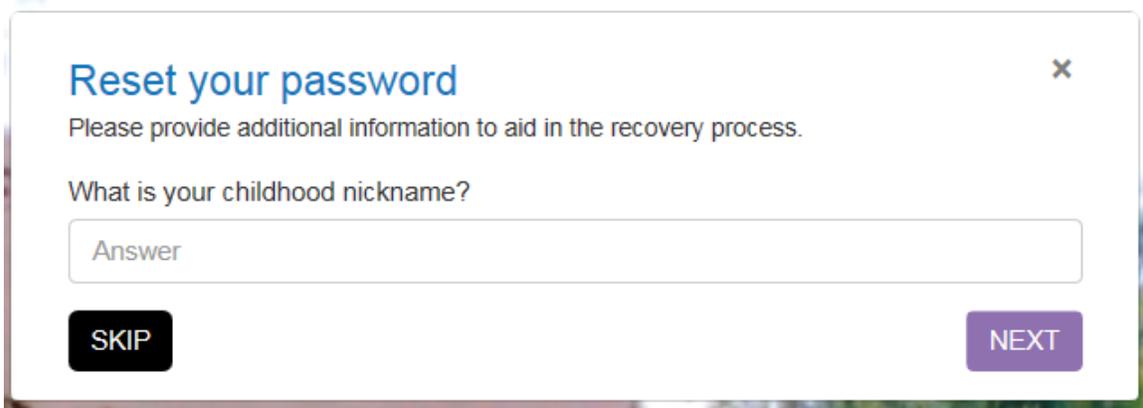
1. On the LES Single Sign-On portal at <https://sso.les.edu>, click the **Forgot Password** option shown below.



2. Enter your **Student** or **LES account ID** then click the **SUBMIT** button.



3. You will be prompted with series security questions you previously set up. Enter the answer then click the **NEXT** button. You are allowed to skip once by clicking the **SKIP** button.



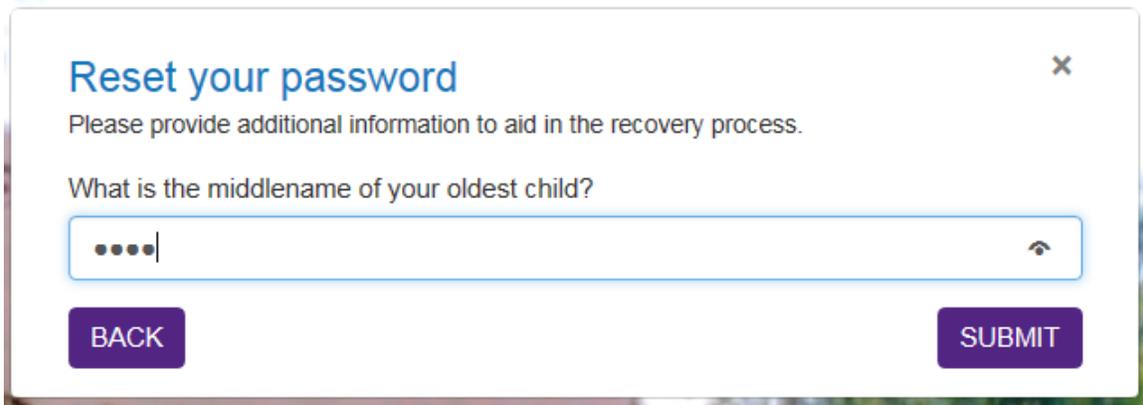
Reset your password ✕

Please provide additional information to aid in the recovery process.

What is your childhood nickname?

SKIP **NEXT**

4. After complete answering the last security question, you can then click the **SUBMIT** button.



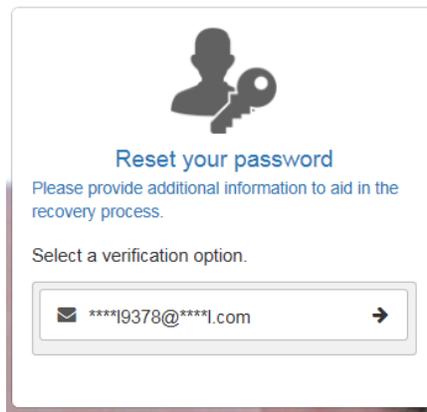
Reset your password ✕

Please provide additional information to aid in the recovery process.

What is the middlename of your oldest child?

BACK **SUBMIT**

5. Select the email address which was previously configured.





Reset your password

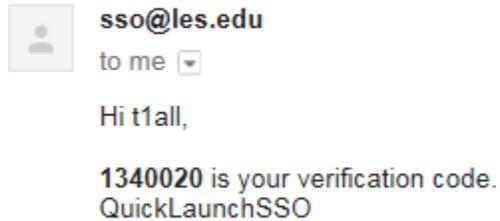
Please provide additional information to aid in the recovery process.

Select a verification option.

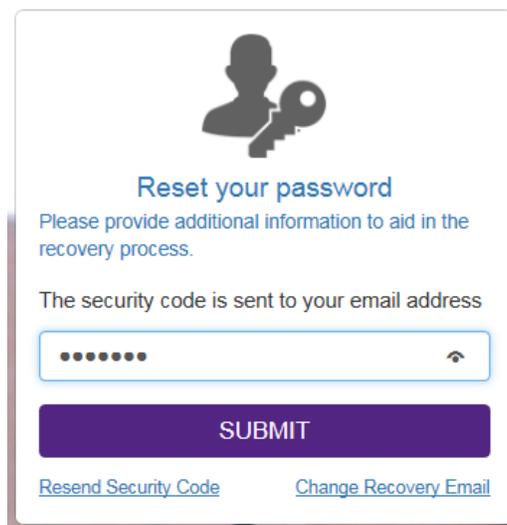
→

6. An email will be sent to your personal email address from sso@les.edu which contains a 7-digit verification code.

Verification Code Inbox x



7. Return to the Single Sign-On portal webpage and enter the 7-digit verification code received in your personal email then click the **SUBMIT** button.





Reset your password

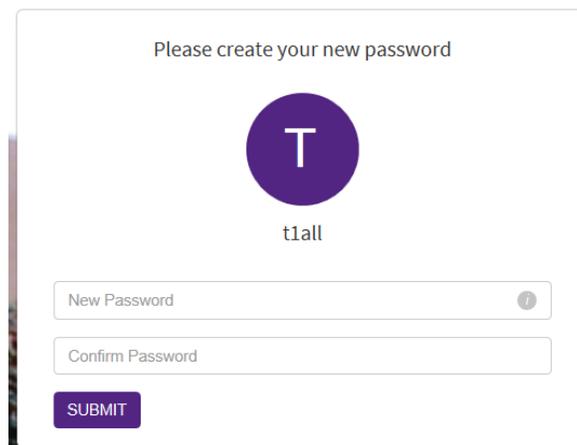
Please provide additional information to aid in the recovery process.

The security code is sent to your email address

SUBMIT

[Resend Security Code](#) [Change Recovery Email](#)

8. Once validated, you will be prompted to create a new password. Enter a new password then click the **SUBMIT** button to authorize the password reset.
Note: You cannot reuse an old password.



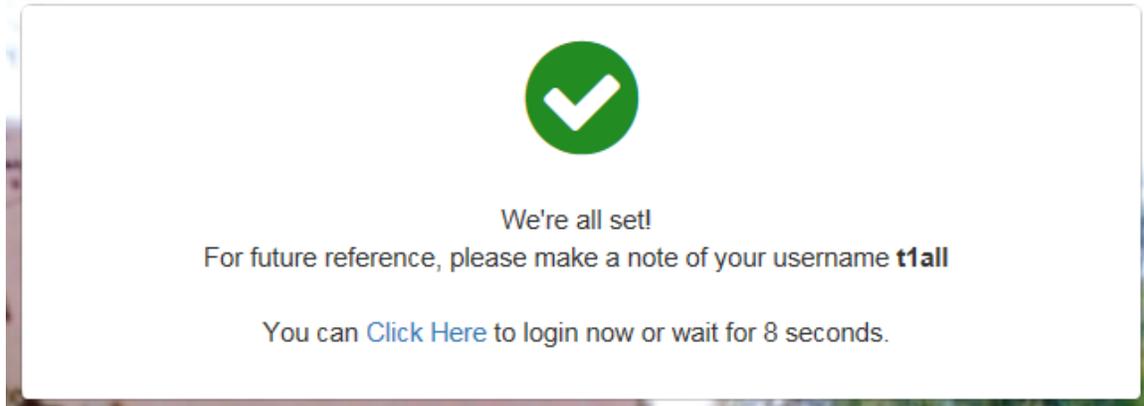
Please create your new password


t1all

SUBMIT

9. Your password has been successfully reset.

Select the Click Here link to log in with your Student ID and New Password.



If there are any issues, kindly contact the IT Help Desk at your earliest convenience.

Tel : (626) 571-5110 Ext. 173 or 145

Email : logosithelp@les.edu