Recovering Usernames via the Forgot Your Username Link

A user may recover their username using the "Forgot Your Username?" link (Image 1).

Users can request their forgotten username up to five times per day. On the sixth try, the user will be locked out of their account and will need to wait until the next day to try again.

| | | | | Campus Portal |
|---|--|----------------------|-------------|-------------------|
| Username | | | Westbrook | School Department |
| Password | | | | |
| Sigr | i In ≫ | | | |
| Exception and a | | no2 I. Droblome I | anning in 2 | HELP A |
| If you have been assigned If you do not have an Active | a Campus Portal Act ation Key, click here | ivation Key, click h | iere | |
| Tell me more! | | | | |

Image 1

Once the "**Forgot Your Username?**" link is selected, a field will appear asking for the email address associated with your account (Image 2).

| | | HELP |
|--|--|------|
| Please enter the email addr | ess that is associated with your account. | |
| test@email.com | Get username | |
| you have been assigned a c you do not have an Activatio | ampus Portai Activation Key, click here n Key, click here | |
| ell me more! | | |

Enter your email address and select the "**Get username**" button. A message will appear indicating an email has been sent containing your Campus username (Image 3).

! All usernames associated with the email address entered, will be listed in the email.



Image 3

If you never received an email from Campus containing your username or if you want to enter a different email, select the **Try Again** button and enter another email address (Image 4)

The image below is an example of the username recovery email you will receive.

```
This message is in response to a request made in Infinite Campus for a forgotten username. If you did not make this request, please contact your district at (555)100-3216.
The user account(s) and related login URL(s) associated with this email address appear below:
Your username is: natetester <u>http://1______(campus/KYd3.jsp</u>
```

User Incorrectly Attempts to Log Into Campus Multiple Times

Users who incorrectly log into their account multiple times will be required to enter a CAPTCHA each time they attempt to log in. This feature prevents users from being locked out of their account after several failed login attempts and protects accounts from malicious bots and scripts.

| Username | _ | Version: E.1214. |
|------------|-----------|------------------|
| | | lackyuo olik |
| Password | | |
| | | |
| | | |
| D 8 C Pm E | | |
| | Sian In > | |