Instructions for Creating a New Password

To create a new password:
1 From the log-in page, click the hyperlink "Click here to set (or reset) your password"
2 Enter your User ID
3 Click Submit
4 Enter email address
5 Click Submit (email₁ containing a key number is sent to users)
6 Request new password page opens with the following message:
An e-mail including a key has been sent to the address you provided. The key will be valid for 48 hours.
Once you receive this key you may return to this page, Request New Password, to create a personal password.
If you need additional help, please use the Contact Us link at the top of the screen.

7 Click the link "reset your password"
8 Enter User ID again

Request New Password		Logged In: 33811

Enter your user ID and the key that was e-mailed to you below.

User ID: 33811
Key:

Submit

9 Enter Key number
10 Click Submit
11 Change password page opens
12 Change your password
13 Go back to log-in page and log in using your new password
14 If questions, contact us at WebHelpIASLC@crab.org

₁ Here is the copy of the email content:
You have requested a new password for the IASLC data capture system.
https://iaslc-edc-l.crab.org

You may create a personal password by clicking this link, https://iaslc-edc-l.crab.org/RequestNewPassword.aspx. Enter your account number and click 'Submit'.

On the next page, your account number is pre-filled. Enter the following key on that page: 23151 Click 'Submit'.
On the next page enter your new password (twice) and click 'Submit'.
You may now login with your new password.

This key will be valid for 48 hours from the sending of this message.
If you do not use this key before it expires, you will need to request a new key by clicking on the 'Request New Password' link on the Login page.

If you did not make a request to create a personal password, please contact us immediately at WebHelpIASLC@crab.org

Thank you.