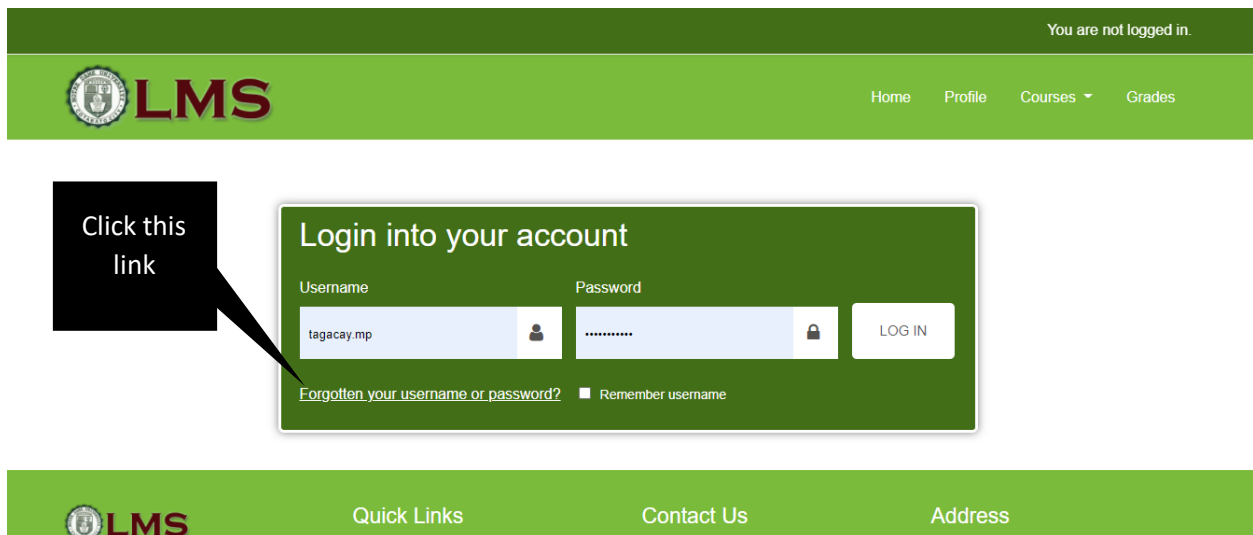


Steps in Password Recovery

1. Open the LMS site
2. Click Login (on the upper right of the page)



3. On Login page, you will see the window **Login in to your account**. Click **Forgotten your username or Password?**



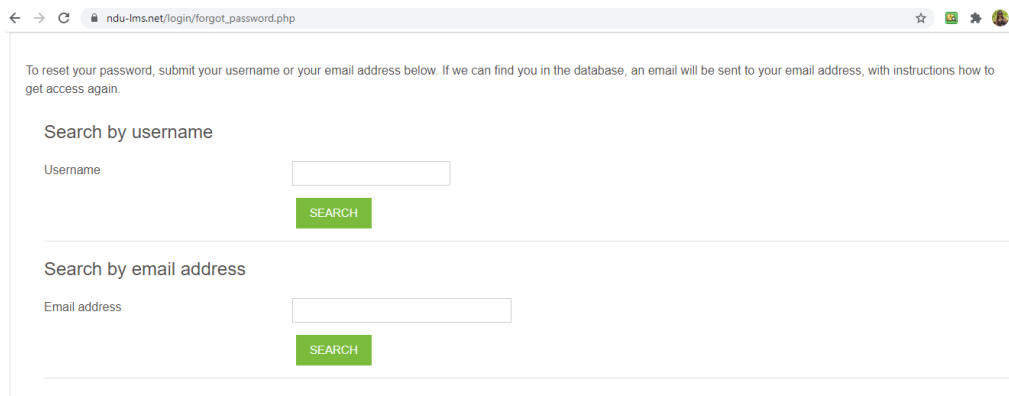
4. Choosing Forgotten your username or password, you will directed to the specific instruction shown on the search window below:

Your email address is:

For Faculty: familyname.(initials of firstname and familyname)@ndu.edu.ph
Example: tagacay.mp@ndu.edu.ph

For Students: studentid-student@ndu.edu.ph
Example: 123456-student@ndu.edu.ph

To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.



The screenshot shows a web browser window with the address bar displaying "ndu-lms.net/login/forgot_password.php". The page content includes the following text: "To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again." Below this text, there are two search sections. The first section is titled "Search by username" and contains a text input field labeled "Username" and a green "SEARCH" button. The second section is titled "Search by email address" and contains a text input field labeled "Email address" and a green "SEARCH" button.

5. Follow the succeeding instructions as directed.