## Instructions to Reset Alumni Hub Password

To reset password, please follow all steps in order including clearing cache/cookies and disabling pop-up blockers

## **Clearing Cache/Cookies**

1. Open the Chrome browser



2. Click on the 'three configuration dots' at the top right-hand of the window and set the "Zoom" at 100% Select the option "Settings".



3. From the menu on the left select the option "Privacy and Security".



4. Under the **"Privacy and Security"** header, please choose the **"Clear browsing data"** option at the top, make sure the **"Advanced"** option is selected.



- 5. Check the boxes for the **first 4 options** (Browsing history, Cookies, Download history, cookies and other site media, Cached images and files)
- 6. Set the "**Time range**" option to "**All time**" to finally click on the "**Clear data**" blue tile, it may take a few moments to clear.

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Time	e range	All time	•			*
	Brows 994 ite	ing history ems				
~	Downl 65 iter	oad history ns				I
	Cookie From 4	es and other site data 41 sites				I
	Cache 75.5 N	d images and files IB				ł
	Passw None	rords and other sign-in data				
	Autofil	l form data				Ŧ
				Cancel	Clear data	

#### **Disable pop-up blockers**

1. Open Chrome browser



2. Click on the Settings icon (3 configuration dots) at the top right-hand side of the screen.

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3. Go to the "Settings" menu.



4. Under the "Privacy and Security" header, please choose the "Site settings" option at the bottom.



Privacy and security

Î	Clear browsing data Clear history, cookies, cache, and more	•
٩	Cookies and other site data Third-party cookies are blocked in Incognito mode	•
•	Security Safe Browsing (protection from dangerous sites) and other security settings	•
	Site Settings Controls what information sites can use and show (location, camera, pop-ups, and more)	•

5. Once the menu opens, go to the **bottom** of the options, under the **"Content" header** open the **"Pop-ups** and **Redirects**" option, from the two options under "**Default behavior**", select the one that says "**Sites can** send pop-ups and use redirects".

Cont	ent	
٩	Cookies and site data Third-party cookies are blocked in Incognito mode	۲
<>	JavaScript Sites can use Javascript	۲
**	Images Sites can show images	•
Ø	Pop-ups and redirects Don't allow sites to send pop-ups or use redirects	•
Addi	tional content settings	~

← Pop-ups and redirects	Q Search
Sites might send pop-ups to show ads, or use redirects to lead you t	o websites you may not want to visit
Default behavior	
Sites automatically follow this setting when you visit them	
Sites can send pop-ups and use redirects	
O 🕅 Don't allow sites to send pop-ups or use redirects	

6. Close all Chrome sessions and open a new session.

## Login to Alumni Hub

- 1. Login to <u>https://honeywell.service-now.com/</u>
- 2. Click on \*FORGOT PASSWORD\* link.

### Honeywell

Username / Email © Password Remember Me SIGN IN CREATE AN ACCOUNT
Password  Remember Me  SIGN IN  CREATE AN ACCOUNT
Remember Me
SIGN IN CREATE AN ACCOUNT

- 3. Enter your personal email address.
- 4. Click on \*CONTINUE \*button.

#### Honeywell

# Forgot Password

Enter your username / email t	o reset your password.
Username / Email 🛛	
example@gmail.com	
CO	NTINUE
IREMEMB	ER MY PASSWORD

Terms & Conditions 1	Privacy Statement	Cookie Notice

5. Enter \*Validation Code\* from email.

Date: 3 F	2bruary 2022, 9:02:51 CST
To: examp	le@gmail.com
Subject: /	Action Required: Forgot Password Validation Code
Your va	idation code to reset password for account " example@gmail.com " is 8974392.
This coo	le is valid for 15 minutes only.
Unfortu	nately, this email is an automated notification, which is unable to receive replies.
Thank y	ou
Custom	er Support Team

- 6. Enter \*New Password\* and \*Confirm Password \*(\*it should be the same\*).
- 7. Click on \*UPDATE\* button.

loneywell	
Update P	assword
To validate your request, a va email address. This code is v code here along with a new p	lidation code has been sent to your alid for only 15 minutes. Enter that password.
Validation Code	
New Password Ø	
	0
Confirm Password	
	0
	JPDATE