









Resetting the password

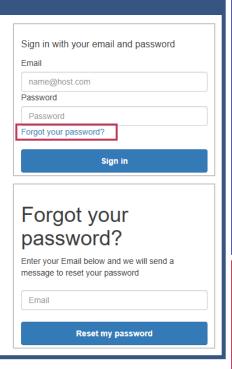
I have forgotten my password for West Midlands Placement Portal and I need to reset it.

Resetting the password

- 1. On the West Midlands Placement Portal, click **Sign in**.
- 2. Click the **Sign in** button.
- 3. Click the **Forgot your password** link.

- 4. Enter your email address.
 This must be the same email address as your username.
- 5. Click the **Reset my password** button.

You get an email with a reset code. You go to the change password window.

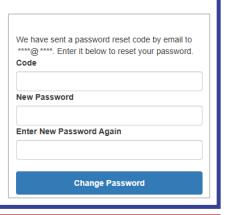


Creating your new password

You must change your password before you can sign in.

- 6. Enter the code from the email.
- 7. Enter a new password.
- 8. Enter the same password again.
- 9. Click the **Change Password** button.

You go to the sign in window.



Signing in to WMPP

- 10. Enter your email address.
- 11. Enter the new password that you created.
- 12. Click the **Sign in** button.
- 13. Enter the multi-factor authentication (MFA) code.
- 14. Click the **Sign in** button. You go to the home page.