

Grant MacEwan University Faculty Association website: Password Help

Lost your Password To the GMUFA Site?

We can easily fix the problem. You can have the GMUFA website send you a new temporary password via e-mail. After logging in with that temporary password, you can change your password to something more meaningful to you.

Four-Step Process

Step 1: Initiate a Request for a New Password

1. In a browser, go to <http://macewanfa.ca>
2. Click the Log In link at the right side of the page. This will display the log in page.
3. Click the “Lost Your Password?” link at the bottom of the page.
4. Fill in either your site username or e-mail address and click the “Get New Password” button.

Step 2: Confirm You Want a New Password

To confirm that you indeed want a new password, the site will send you an e-mail message to the e-mail address you supplied when you registered on the site. When you receive that message, click the confirmation link at the bottom of the message.

Step 3: Log in to the Site with your Temporary Password

The site will then send a second message containing your username, your temporary password and a log in link. To log in to the site,

1. Copy that temporary password, and
2. Click the log in link to display the log in page.
3. Fill in your username, paste the temporary password in the password field, and
4. Click the “Log In” button.

Step 4: Change Your Password

To change that temporary password to something more meaningful to you,

1. Click the “Profile” link at the top right hand side of the page.
2. Click the “Change Password” button near the top of the page.
3. Fill in your new password and confirm it by typing it again.
4. Click the “Update Profile” button at the bottom left.
5. To log in again with your new password:
 - a. Click the “Return to Forum” button at the top of the page.
 - b. Click the “Log In” button at the top of the page to log in with your new password.