

# How to Reset Your Password & Change Your Username

## How to Reset Your Password

- 1) Open a web browser and navigate to <http://www.herafoundation.org/events/climb4life-series/>
- 2) Click on the link for your event, then click on link that says the “Log in to your fundraising page”
- 3) Click the **Forgot Username and/or Password** link.

**HERA**  
WOMEN'S CANCER  
FOUNDATION

## STOP THE LOSS OF WOMEN FROM OVARIAN CANCER

Are you a registered Participant?  
Login below

If you are not already a Participant, [click here to register](#).

Access your personalized headquarters by entering your username and password.

\*Username

\*Password

Remember me

Continue

[Forgot Username and/or Password?](#)

- 4) Follow the directions for one of the three options listed on the screen, or if you have trouble, email [info@herafoundation.org](mailto:info@herafoundation.org) and request a password reset.

**HERA**  
WOMEN'S CANCER  
FOUNDATION

## STOP THE LOSS OF WOMEN FROM OVARIAN CANCER

### Password Reset Request

Forgot your password? No problem, you can reset it.

**Option 1:** Enter your User Name  **Submit**

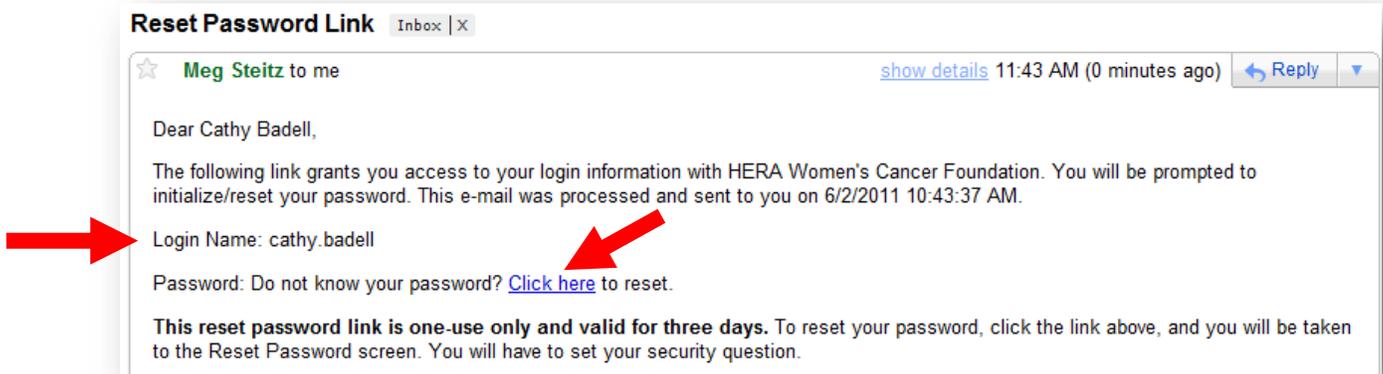
You will receive a reset password link via the E-mail address on record for this User Name.

**Option 2:** Enter your E-mail address  **Submit**

You will receive an e-mail to reset your password (Please note this must be the e-mail address on file). Additionally, you will need to answer the Security challenge question on record.

**Option 3:** Can't retrieve your username or password using the options above, please contact [HERA Women's Cancer Foundation](#) for assistance.

- 5) After HERA processes your password reset request, you will receive an email like the one below. **You only have THREE (3) DAYS to click on the 'Click here' link before it expires.** If your link expires, please start over with Step 1 above. **Take note of your Login Name, which is the same as your Username.**



- 6) Enter a new password and then enter it again to verify that new password. Select a security challenge question and enter the answer in the space provided, then click on the Reset Password button. **Write down or send yourself an email with your new Password and your Username from Step 5.**

This account is in Reset Password mode by user request. Please submit the required information.

**Reset Password**

Use the fields below to reset your password. If you do not need to reset your password, please close this browser window.

User Name: cathy.badell

Password must be at least five characters long, cannot equal or contain your username, and is case sensitive.

New Password:

Verify New Password:

Please select your Challenge Question. (We will ask you this question if you forget your password.)

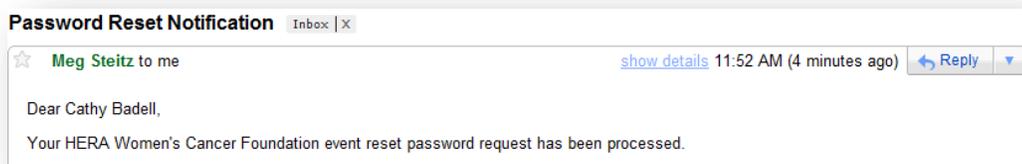
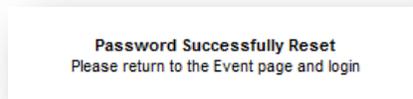
Question:

Answer:

**Reset Password**

\* required information

- 7) You will see a confirmation message on the webpage that your password was successfully reset, and you will also receive an email notifying you that your password was reset.



- 8) Open a web browser and navigate to <http://www.herafoundation.org/events/climb4life-series/>

9) Click on the link for your event, then click on link that says the “Log in to your fundraising page”

10) Enter your Username from Step 5 above, enter your new Password from Step 6, click the ‘Remember Me’ box, then click the Continue button.

**HERA WOMEN'S CANCER FOUNDATION** STOP THE LOSS OF WOMEN FROM OVARIAN CANCER

**Are you a registered Participant?  
Login below**

If you are not already a Participant, [click here to register](#).

Access your personalized headquarters by entering your username and password.

\*Username: cathy.badell  
\*Password: .....  
 Remember me  
Continue

[Forgot Username and/or Password?](#)

11) You have now accessed your Fundraising HQ. Please help HERA raise money for ovarian cancer research & education by building your fundraising webpage & sending fundraising emails to friends, family & colleagues.

**My HQ** My Webpage Email Reports Tools Community Volunteer Projects Logout

Welcome, Cathy Badell!

New to your Headquarters?  
[Start here!](#)

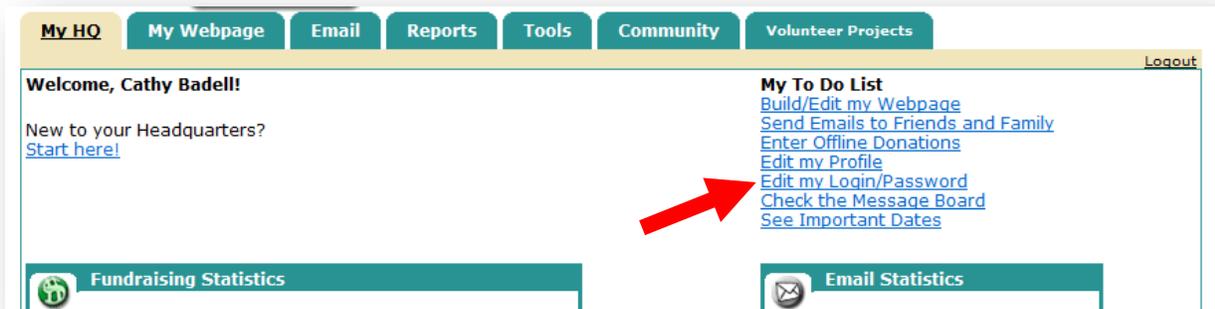
**My To Do List**

- [Build/Edit my Webpage](#)
- [Send Emails to Friends and Family](#)
- [Enter Offline Donations](#)
- [Edit my Profile](#)
- [Edit my Login/Password](#)
- [Check the Message Board](#)
- [See Important Dates](#)

Fundraising Statistics Email Statistics

## How to Change Your Username

- 1) Follow Steps 8, 9 & 10 above, then click on the **Edit my Login/Password** link.



- 2) Delete your existing Username and enter your new Username. Enter your Password, enter your Password again to verify it, ensure an answer is entered for your Security Question, then click the Update button.



The screenshot shows the "Edit Login" form on the HERA Women's Cancer Foundation website. The form is titled "Edit Login" and includes the instruction: "To modify your login, please make changes to the fields below." The form fields are: \*Username (cathy.badell, highlighted with a red arrow), \*Password, \*Verify Password, \*Security Question (Who was your childhood here), and \*Security Answer. An "Update" button is located at the bottom of the form.

- 3) You will see a confirmation message on the webpage that your Login/Username was updated. Please write down your new Username.

