

## Password Reset for OLLI Members who took Summer 2024 Classes

This option is for those who have already paid their 24-25 membership. Your name has already been entered into our brand-new Campus CE database by the OLLI office.

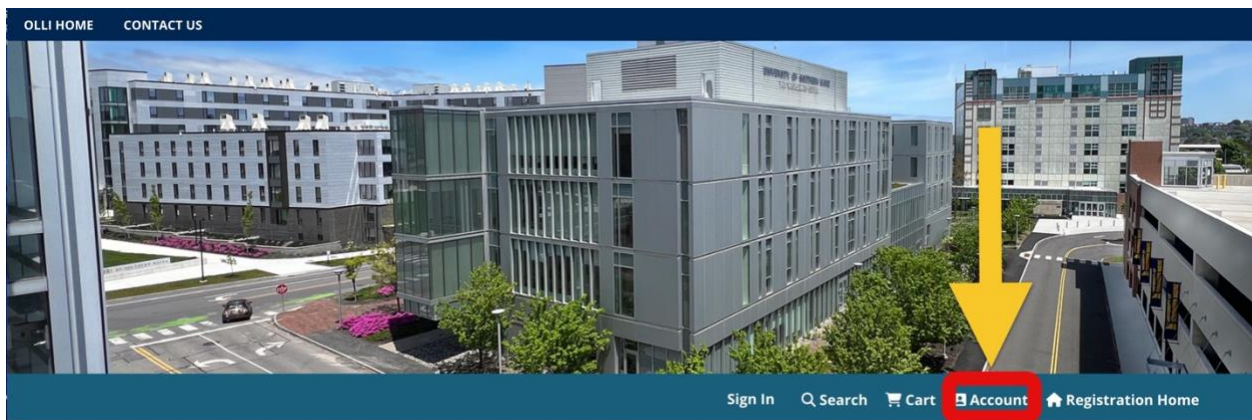
**Action step required! - Create your private password in the new system.**

NOTE: The new system has no way of knowing your old password.

**You must use “Reset your Password” to set up your private password**

1. Go to <https://www.campusce.net/southernmaine/category/category.aspx>.

2. Click the **Account** button in the menu bar below the Wishcamper center photo.)



3. Select the **Sign In to Existing Account** box

**Sign In to Existing Account**

Username:

Password:

**Sign In**

**Go straight to Reset My password**

[Find My Username](#)

[Reset My Password](#)

**This will bring you to the Password Reset page.**

Please Note: The OLLI office used **your email address as your Username** and your email!

## Password Reset

If you have forgotten your password, please follow the instructions below.

### To reset your Password:

1. Enter the unique username associated with your student account.
2. Enter the email address associated with your student account.
3. Click on the Reset my Password button.
4. An email will be sent to you with a link to reset your password.

**USE THE SAME EMAIL ADDRESS IN BOTH BOXES!**

The screenshot shows a form with two input fields and a button. The first field is labeled 'Username:' and has a red circle with the number '1' next to it. The second field is labeled 'Email:' and has a red circle with the number '2' next to it. Below the fields is a dark blue button labeled 'Reset My Password' with a red circle and the number '3' next to it. A red arrow points to the button. Below the button are three links: [Find my Username](#), [Return to Sign In](#), and [Contact Us](#).

1. Use your email address for your username.

2. Use the same email address for your email.

3. Then click the Reset My Password button.

The screenshot shows the same form as above, but with a green message below the button: "Email has been sent to the email address." A red arrow points to this message. The links [Find my Username](#), [Return to Sign In](#), and [Contact Us](#) are still visible.

When you click the Reset Password button you will see a green message appear just below the button.

The message says "Email has been sent to the email address."

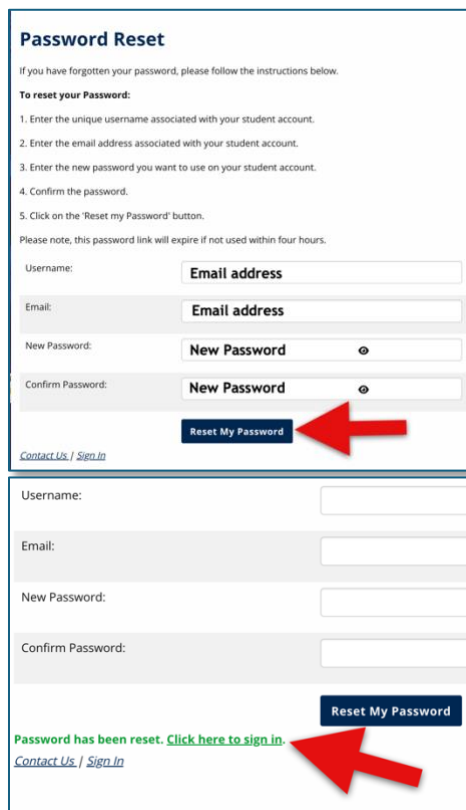
**Go to your email. Look for a message that says "Oops, it looks like you forgot something!"** You will see the OLLI and USM logos at the top of the email message. Click on the link in the message.

### Now it is time to enter your new password!

On your **return to Reset Password** the page will look a little different if you have successfully verified your email. (It now has room to put in your new password.)

## Create a Password Guide:

Your password must be a minimum of eight characters, is case-sensitive, and must be entered exactly the same way each time you sign in. Use any combination of upper and lower case letters, numbers, and special characters (!@#\$%^&\*+|=|<>?/\).



**Password Reset**

If you have forgotten your password, please follow the instructions below.

**To reset your Password:**

1. Enter the unique username associated with your student account.
2. Enter the email address associated with your student account.
3. Enter the new password you want to use on your student account.
4. Confirm the password.
5. Click on the 'Reset my Password' button.

Please note, this password link will expire if not used within four hours.

Username:

Email:

New Password:

Confirm Password:

[Reset My Password](#)

[Contact Us](#) / [Sign In](#)

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Username:

Email:

New Password:

Confirm Password:

[Reset My Password](#)

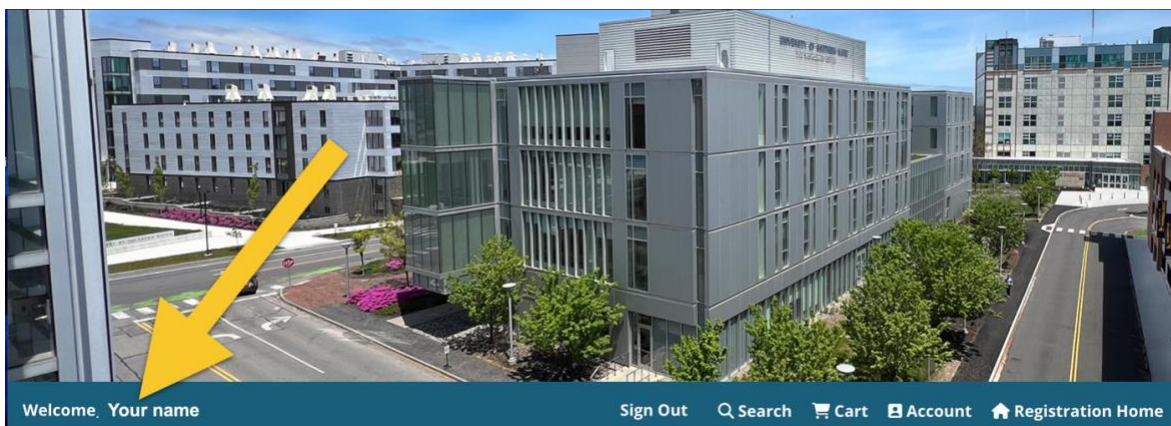
Password has been reset. [Click here to sign in.](#)

[Contact Us](#) / [Sign In](#)

## Entering your new password steps:

1. Use your email address for your username.
2. Use the same email address for your email.
3. Now add your new password. (Use the create a Password Guide above.)
4. Click the “Reset My Password” button.
5. The clean page will show the following message in green text. “Password has been reset. Click here to sign in.”
6. You can now use Sign in to access your OLLI account and register for classes if they are available.

When signed in, your name will appear below the Wishcamper Center picture (left-side).



**Optional.** If you want to change your username go back to #3 on page 1 and select **Change Username** instead of password.