

Forgot Password



The Registry requires you to log in to your account with your email address and a secure password. If you forget your password, this guide will help you create a new password.

If you forget your email or aren't sure if you have ever created a Registry Account, please call our office **(608) 222-1123** to check if you have an existing account.

STEP 1: Use the Forgot Password tool

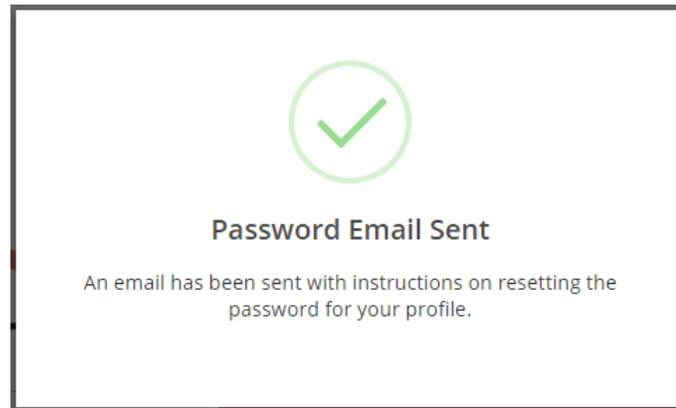
The screenshot shows the login page for 'The Registry'. On the left is the logo with the text 'The Registry' and 'Powered by INSIGHT'. On the right, there are two input fields: 'Email Address' and 'Password'. Below the 'Email Address' field is a blue circle with the number '1'. Below the 'Password' field is a blue circle with the number '2'. To the right of the 'Password' field is a link that says 'Forgot Password?'. Below the input fields is a checkbox labeled 'Remember me'. At the bottom right is a red button labeled 'Login' with a right-pointing arrow. To the right of the 'Login' button is a link that says 'Create Account' with a user icon.

Access the Forgot Password tool on The Registry [login page](#):

1. Enter the email address you used to create your Registry account. If you are unsure, please [contact](#) The Registry.
2. Click **FORGOT PASSWORD?**.

The screenshot shows a modal window titled 'Forgot Password?'. It contains the text 'Enter the email address for the account you would like to reset the password for.' Below this is an input field labeled 'Email Address' containing the text 'janewisconsin@email.net'. A blue circle with the number '3' is next to the input field. At the bottom of the modal is a red button labeled 'Submit' with a blue circle and the number '4' next to it.

3. Make sure the email listed here is correct.
4. Click on the **SUBMIT** button. You will see a confirmation box appear (see below).



STEP 3: Check Your Email

1

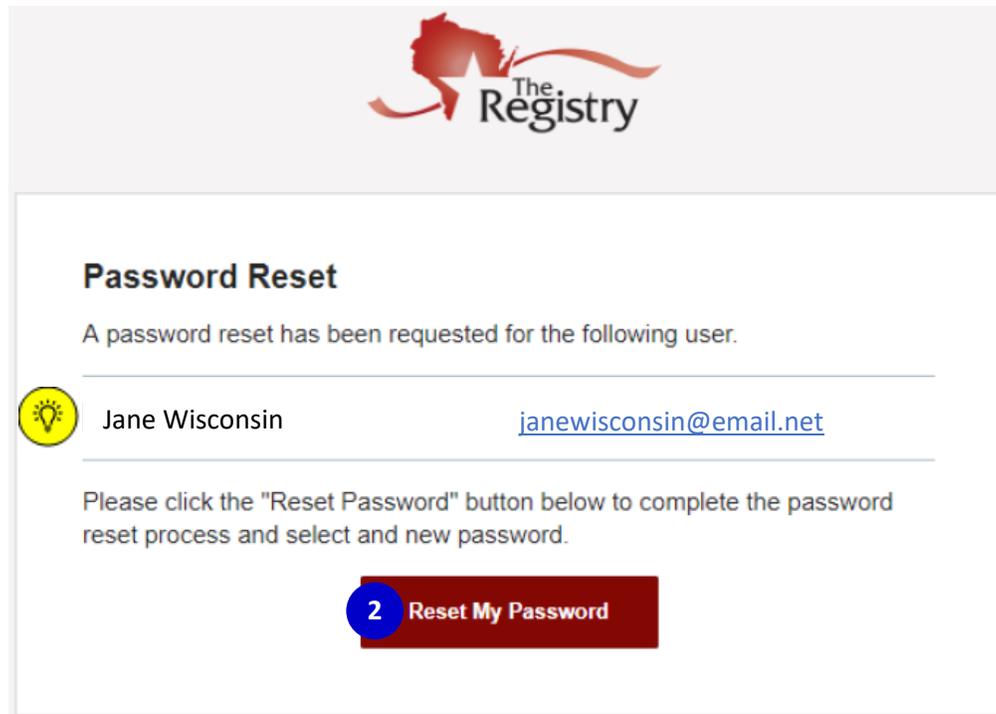
support@the-registry.org Insight Password Reset - Password Reset A password reset has been requested for the following user.

1. Log in to your email account. Open the email from support@the-registry.org



If you don't see this email in your inbox:

- Check your spam/junk folder.
- Make sure our email address (support@the-registry.org) is not blocked and that you receive emails from this address.
- [Contact](#) The Registry for support.



The Registry

Password Reset

A password reset has been requested for the following user.

 Jane Wisconsin jane wisconsin@email.net

Please click the "Reset Password" button below to complete the password reset process and select a new password.

2 Reset My Password

2. Click **RESET MY PASSWORD**

 *If the name listed in this email is not your own, please call our office to confirm that the email you chose is not already in use by another account.*

STEP 5: Reset Your Password

Reset Password

New Password

1

Re-enter New Password

2

3 **Reset Password**



Password Requirements

Valid passwords must consist of the following:

- Minimum of 7 characters
- At least three of the following: uppercase letter, lowercase letter, number, or symbol

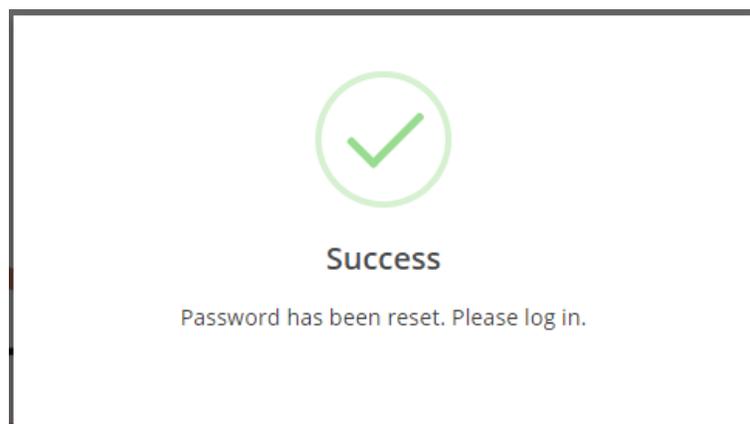
ⓘ Special characters such as '&' or '!' are encouraged but not required.

1. Enter a new password.



*Be sure to review the listed **Password Requirements** to make a strong password. Please note your password is case-sensitive.*

2. Re-type your new password.
3. Click **RESET PASSWORD**. You will see a confirmation box appear (see below).



STEP 6: Log In



Powered by  INSIGHT

Email Address

Password **1**

Remember me

2 [Login](#)

[Forgot Password?](#) [Create Account](#)

1. Enter your email address and password.
2. Click **LOGIN**.