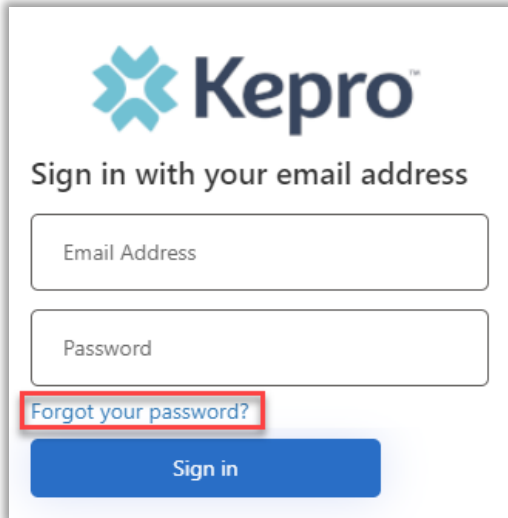
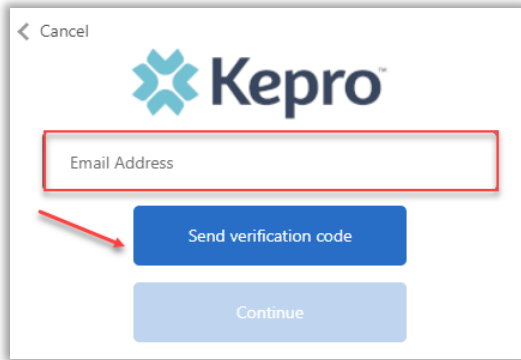


Job Aid Title: Password Reset or Unlock Account for Non Kepro Staff	Job Aid Number: ANGJA.017
Date Published: 04/19/2022	Approved by: Daniyel Bezaury
References: Atrezzo Next Generation (ANG) User Manual	
Purpose: The purpose of this job aid is to provide step-by-step instructions on how to reset an Atrezzo Next Generation (ANG) password for non-Kepro staff, or to unlock an account.	

Note: After several unsuccessful login attempts, your account will be locked. To unlock, you will need to contact Kepro Customer Support for assistance.

Password Reset	
Click Forgot your Password?	
Enter the email address associated with the Atrezzo account Click Send Verification Code	

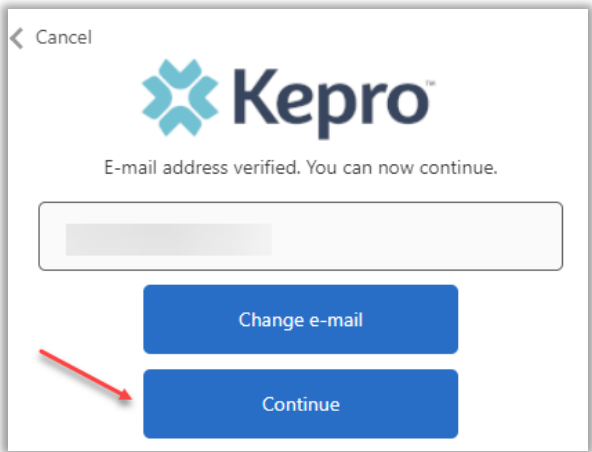
Enter 6-digit verification code sent to email

Click **Verify Code**

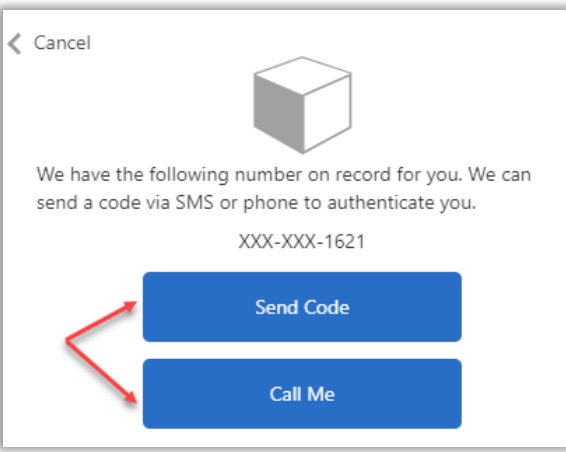


A message will display confirming verification.

Click **Continue**



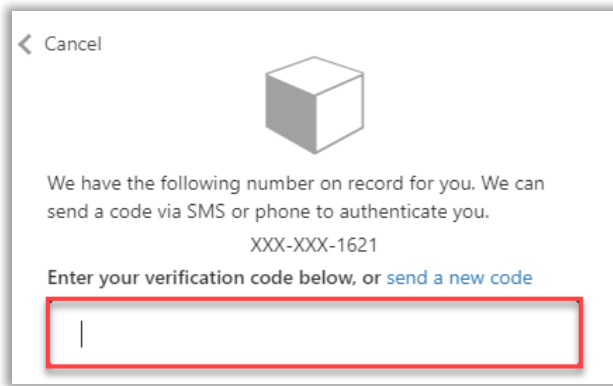
Select **Send Code** or **Call Me** for phone verification



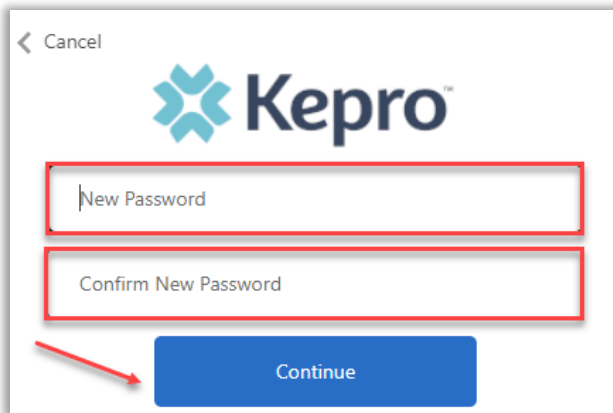
Enter code received via SMS

OR

Press # to complete call verification when directed



Create new password, confirm password, and click **Continue**



The new password will be created, the system will refresh and home page will display upon login.

