

### **Guidance on Resetting your MyJobScotland Password**

1. Visit [myjobscotland.gov.uk](http://myjobscotland.gov.uk)
2. Click on the **Login/Register** button;
3. Now click on the "**Click here to reset it**" link;
4. Enter your email address in the e-mail box and click on the **Get Password Reset** Link Button.
5. If this has been successful you will see the following message "An email has been sent containing a link for you to use to reset your password;"
6. You should shortly receive an email. Please click on the link in the email;
7. Click on the **Request Reset link** to confirm that you would like to reset your password;
8. You will now be able to create a new password and enter it into both boxes making sure that all of the password requirements have been adhered to.