1. Go to myschoolbuilding.com
2. Click the Forgot Password? link:

Enter the email address associated with your account and click Submit:

3. You will receive an email shortly with a link to create a new password. Click on that link.  
   **Note:** If the email does not appear in your inbox in a timely manner, please check your Junk or Clutter folders to see if it sorted there.

   ![Email Image]

   **Note:** If the link is not clickable, copy and paste it into your internet browser.

   ![Password Reset Image]
4. Once you click on the link, it will take you to a screen to create a new password. Type in a new password of your choosing, then confirm that same password in the second field. Click Reset Password.

5. You will be taken back to the MySchoolBuilding login screen and notified that your password was reset successfully:

6. **Email:** Enter the email address associated with your account  
   **Password:** Use the password you just created  
   **Note:** Be sure that your browser is not auto-populating a previously saved password.

7. Click Sign In

8. Proceed with entering your request.