

Reset password (Centennial College part-time instructor)

- 1) In SOUL 2.0 login page, select “**Centennial College**” as User Group
- 2) Press [**Yes, help me log in**], then press [**here**] on the top
- 3) In Centennial College Forget Password function page, enter your teacher number in **Student / Teacher Number** field, pass the CAPTCHA test and then press [**Confirm**]
- 4) Select to receive validation code by mobile phone (SMS) or personal email, then press [**Confirm**]
- 5) Enter the validation code you received within 5 minutes, then press [**Confirm**]
- 6) Enter and re-enter your new password, then press [**Confirm**]
- 7) The password update confirmation page is shown, and its acknowledgement will be sent to your mobile phone (SMS) and personal email

Note:

- 1) Please make sure your new password has met the requirements below:
 - Must contain at least 10 characters
 - Must contain at least an uppercase (A-Z), a lowercase (a-z) and a numeric (0-9) character
 - Must NOT contain white space character and characters \$ “ \ / `
- 2) Your new password must NOT be repeated for at least 3 cycles of change.