

## **Reset password (non-portal user)**

- 1) In SOUL 2.0 login page, select "Others" as User Group
- 2) Press [Yes, help me log in]
- 3) Enter either your SOUL 2.0 username or email address, then press [Search]
- 4) Press [Continue]
- 5) Check your email mailbox to find the SOUL 2.0 system email, then follow the instructions in the email to reset your password