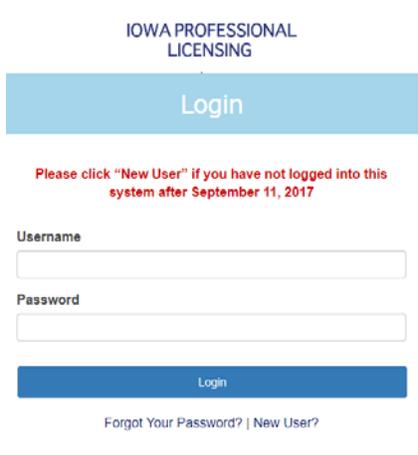


Password Loop Help

If you are trying to set up your password or change your password and the link sends you back to the login page, try these steps:

1. Go to https://iowaplb.force.com/IPLB_login and you will see something as shown below.
2. Click on "Forgot Password" then you will be prompted to enter your Username as shown below.
3. Once you submit the username, you will receive an email as shown below.
4. In the email you have received, click on "Forward" option.
5. After clicking on "Forward Option" to that email, go to the link, which is highlighted below. Right click on the link then select an option "Remove Hyperlink".
6. After that your link doesn't have underlined and that's correct.
7. Copy the link without underline to it and paste that in your Chrome browser and click enter.
8. You will see the message below if this is your first time login. Click next. After a few questions/screens, you will be asked to change your password.

Step 1 Screen:		
Step 2 Screen:	