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| It happens to us all, from time to time we forget and it couldn’t be easier to Recover your DLS password. Just follow the steps in this simple guide….1. From the Login screen, click **Recover**

1. Type in your registered **E-mail** address and click **RESET**
2. You will receive the following message, click **OK**

1. Go to your email account and **follow the link** in the email

If you do not receive an email check your junk folder to see if it has been delivered thereA request has been made to reset the password for your Digital Learning Solutions account.To reset your password please follow this link: <https://www.itskills.nhs.uk/landing-preview/reset?pwdr=2186b85f-1272-4ee9-9ff2-74c8f582e032&email=Joe.Bloggs@catmail.com>Note that this link can only be used once.Please don't reply to this email as it has been automatically generated. |

1. Enter a **New** **Password**, then **Re-type Password** and click **RESET PASSWORD**



Should you still be experiencing issues after following the **Recover** process, please contact your local administrators:

**Add centre contact details here:**