LMS: Getting Your Temporary Password

**Steps for getting a temporary password:**

   If it doesn’t go directly to this page, select:
   Maestro Learning Management System.
   Consider saving this link as a “Favorite” in your browser.
2. Click “Forgot your password?” link
3. Enter email address as the username and press Enter button
4. If you have an account, you will see the following message:

   **TIP:** If you’re not getting a temporary password sent to you, try using a different browser, such as Google Chrome or Internet Explorer.

   The email received will be from with the subject of:

   **From:** Learning System Administrator (Do not reply) [mailto:noreply@sumtotalsystems.com]

   **Subject:** Password Reset

   Dear **Your Name**,

   A request to reset your password was received. If you made this request, please follow the instructions below. If you did not request to have your password reset, you can ignore this email and your current password remains intact.

   This request is for the username: **youremail@youremailaddress.com**
   Click the following link to complete this request:
   [https://on1.geolearning.com/geomext/was dop/changepw.geo?reset=0B363A6CD20606F700B8C1D919E5F2B0B0B3F52DFA](https://on1.geolearning.com/geomext/was dop/changepw.geo?reset=0B363A6CD20606F700B8C1D919E5F2B0B0B3F52DFA)
   This link will expire in 30 days. If this link expires, you will need to start the process over.
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5. If you do not have an account, you will see the following message:

Contact your supervisor; the supervisor needs to complete the Create LMS User Account form and send it to WAWICTraining@doh.wa.gov

The first time you log into the LMS, you’ll need to create a new password.