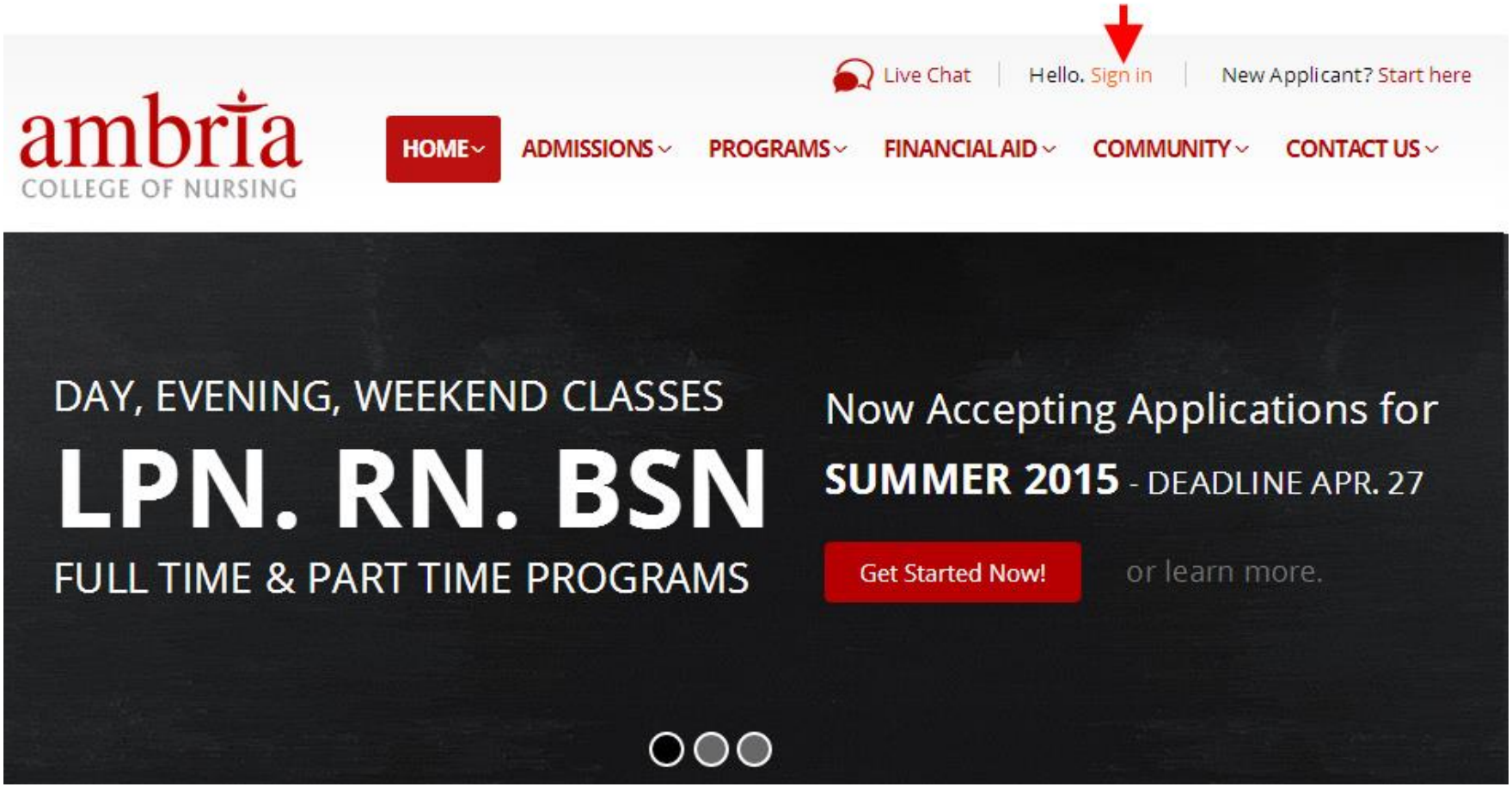
ambria
COLLEGE OF NURSING

Forgot your Ambria Password?

Don’t worry, it is easy to recover.

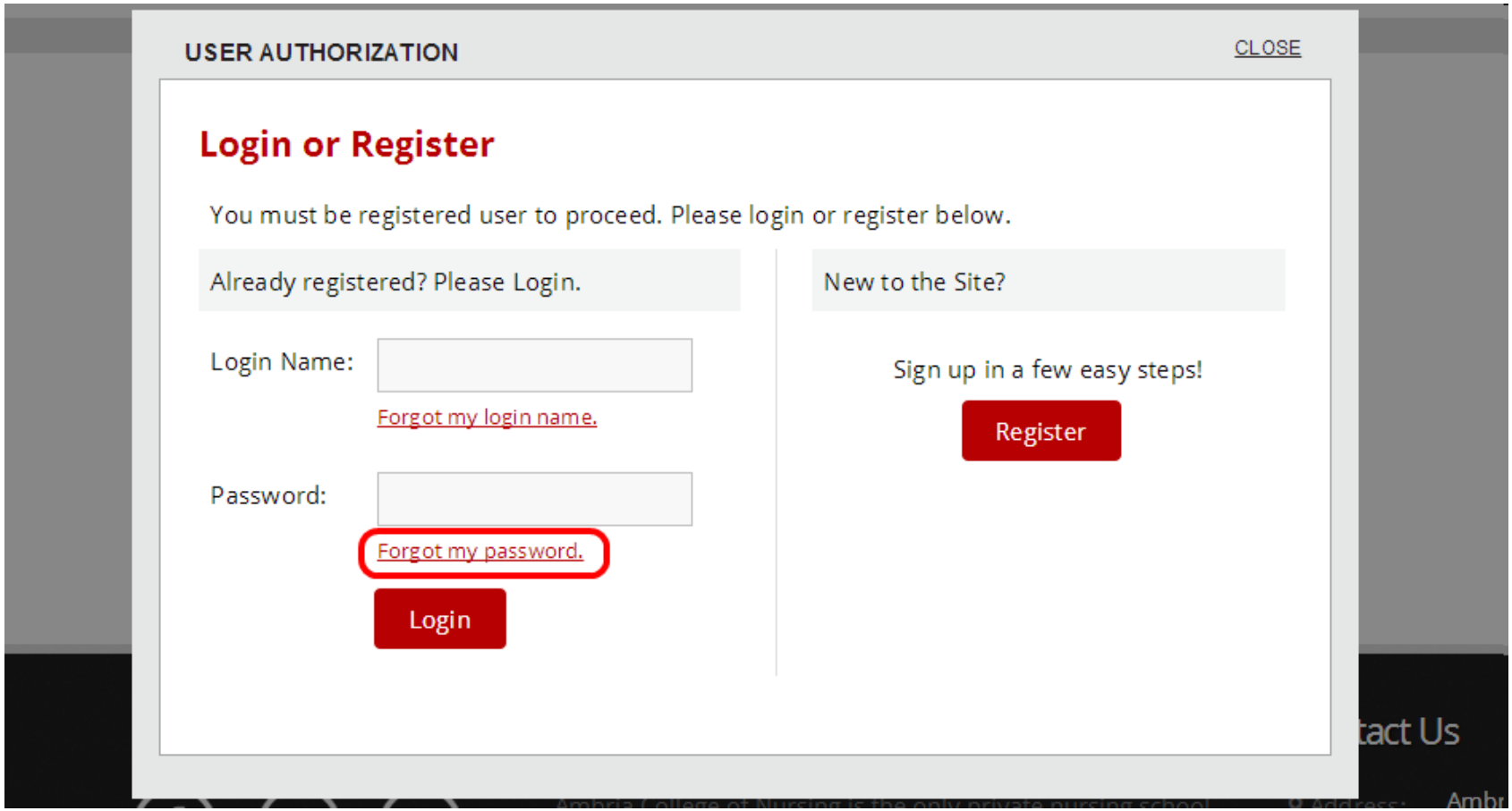
Password Recovery – STEP 1

- Go to www.ambria.edu and click "**Sign in**"



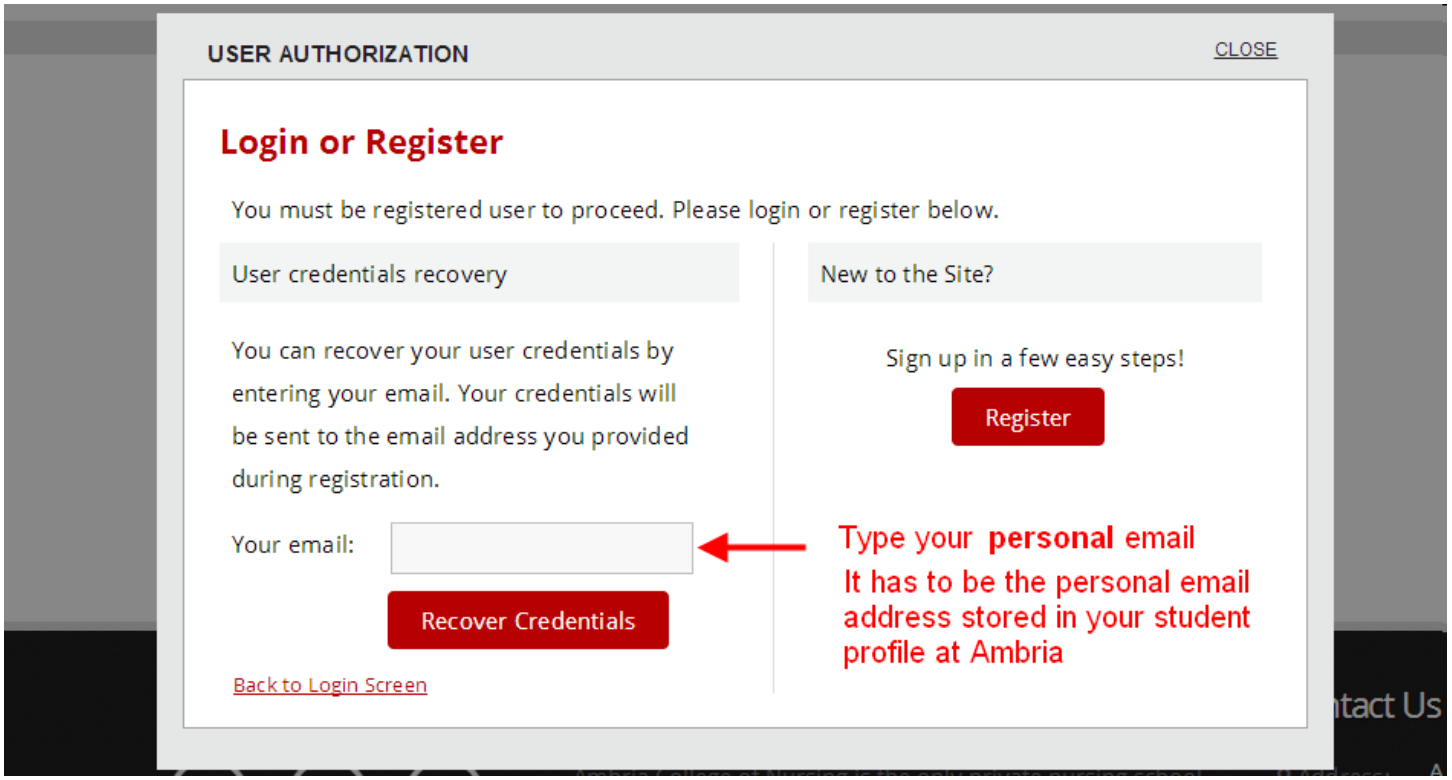
Password Recovery – STEP 2

- Then click "**Forgot my password"** link.



Password Recovery – STEP 3

- Type your **personal** email address and click "**Recover Credentials**"

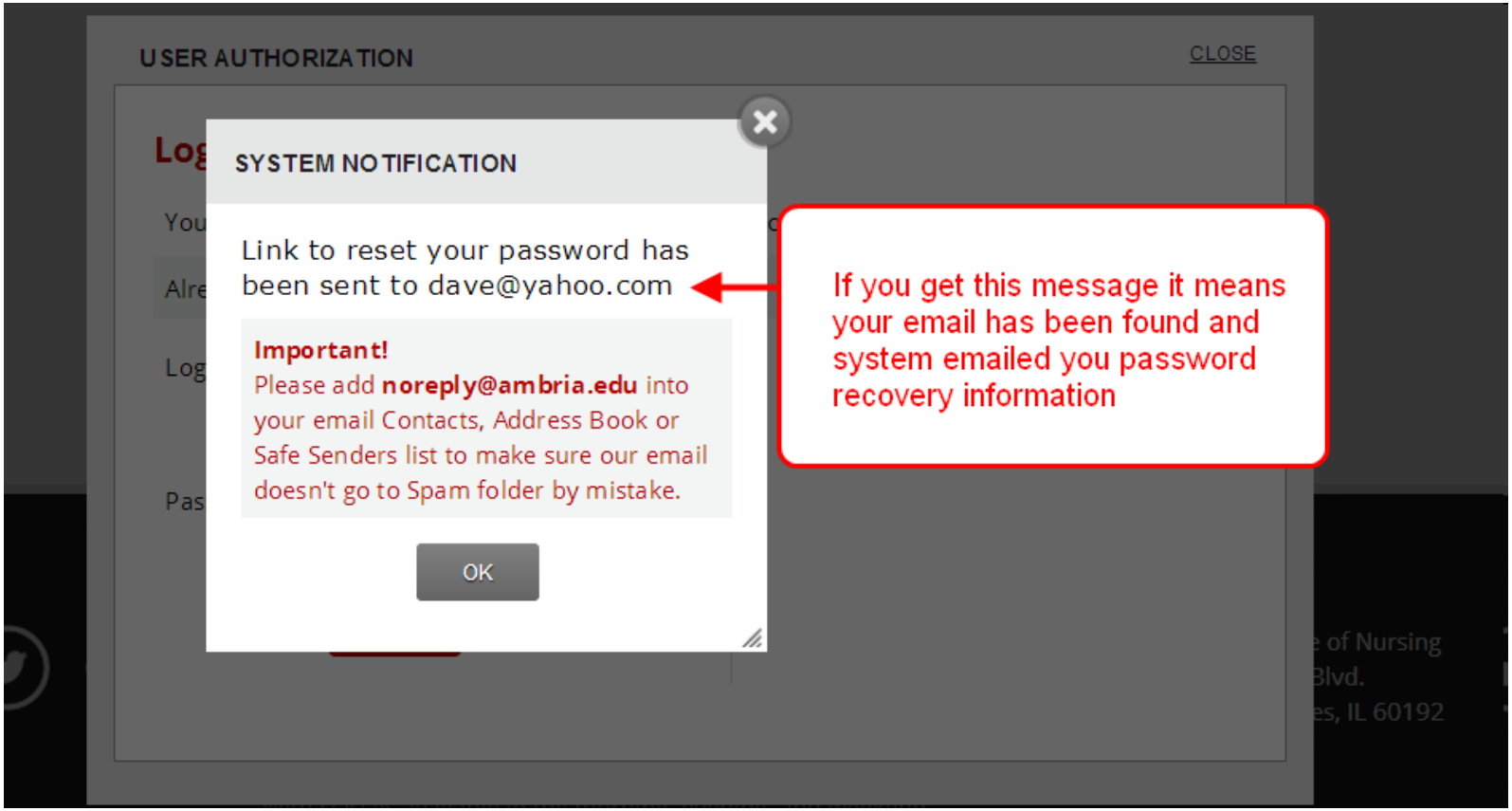


TIPS:

- If you have multiple personal email addresses and you don't remember which one is on record at Ambria you can try typing all emails one by one until you find the right one.
- If you no longer have access to personal email that is on your student record at Ambria you need to email support team at support@ambria.edu

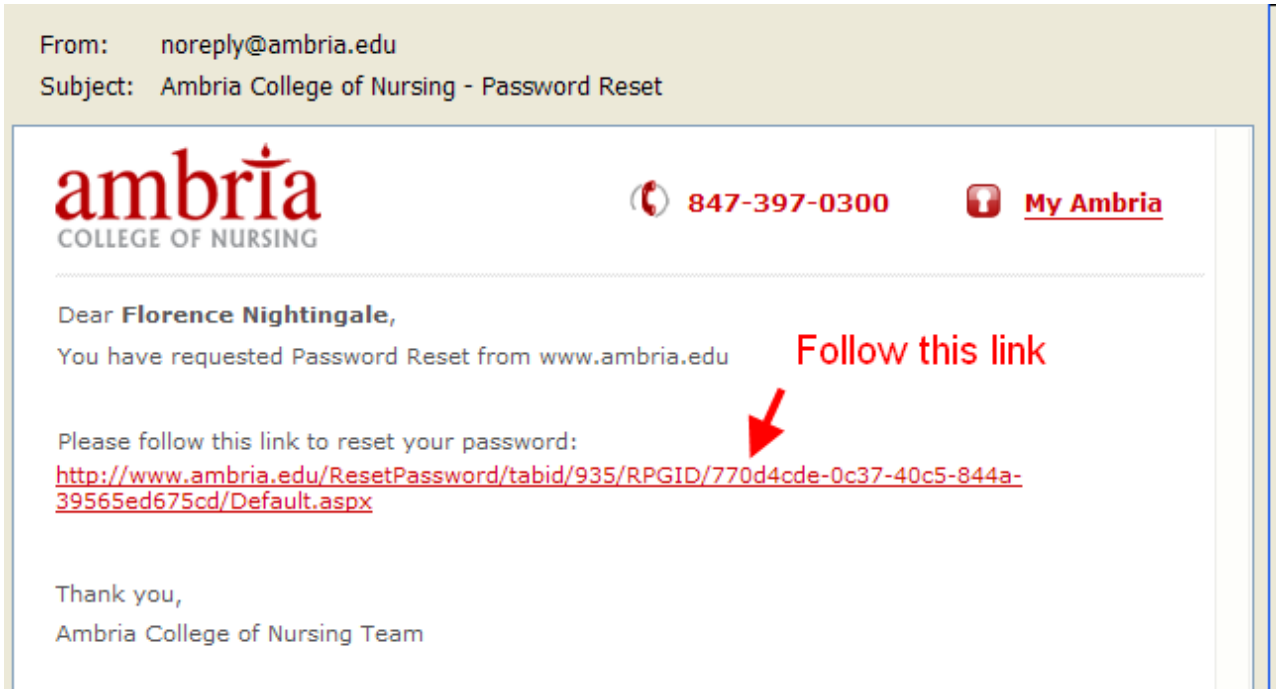
Password Recovery – STEP 4

- If system successfully finds your **personal** email address in your student profile you will see a message like this:



Password Recovery – STEP 5

- Check your mailbox of the email address you provided. You will receive password recovery message from Ambria. Open it and follow password recovery link.

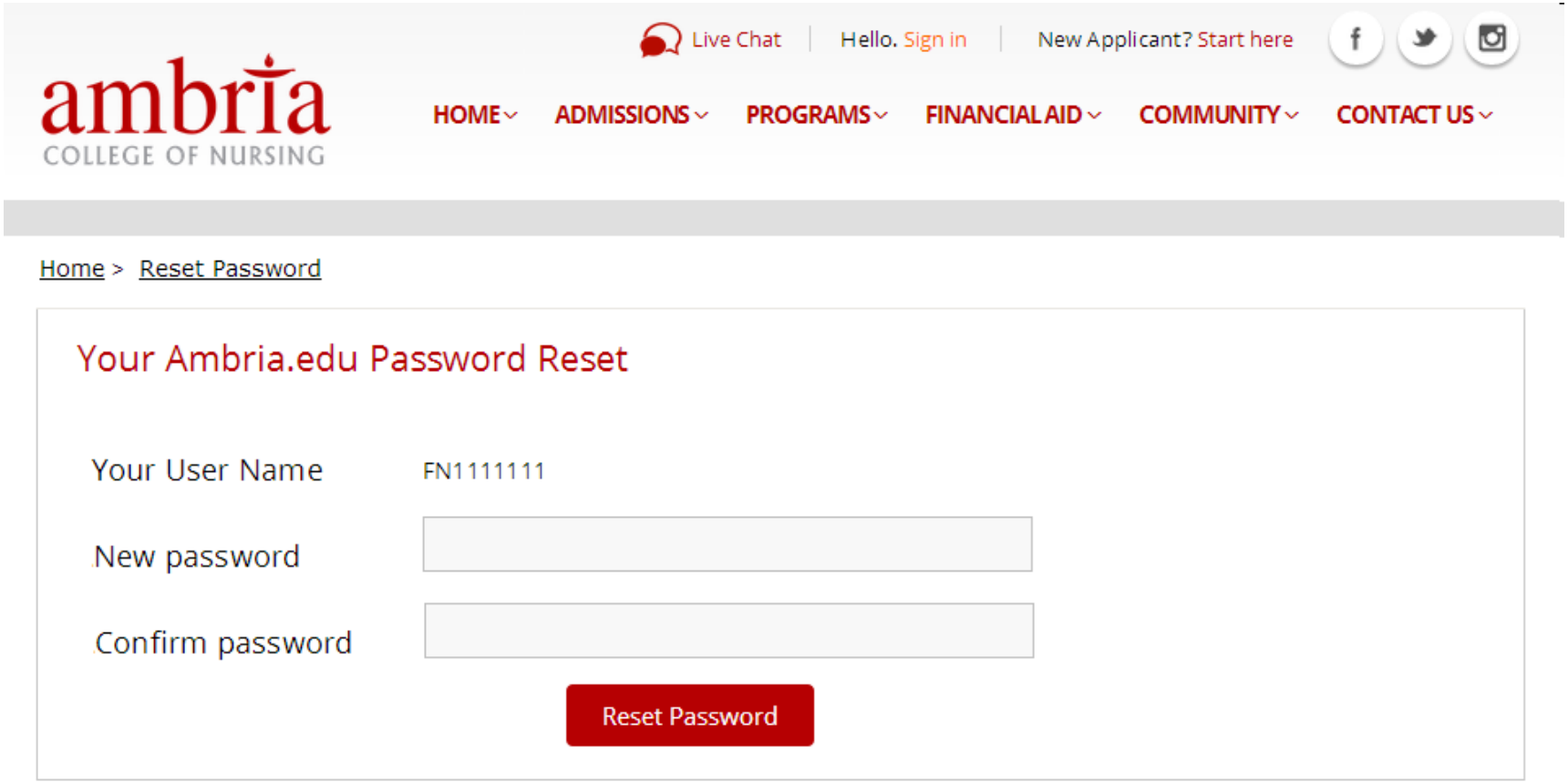


NOTE: If you did not receive this email from Ambria within 3 minutes this typically means the email went to a "Spam" or "Junk Mail" folder.

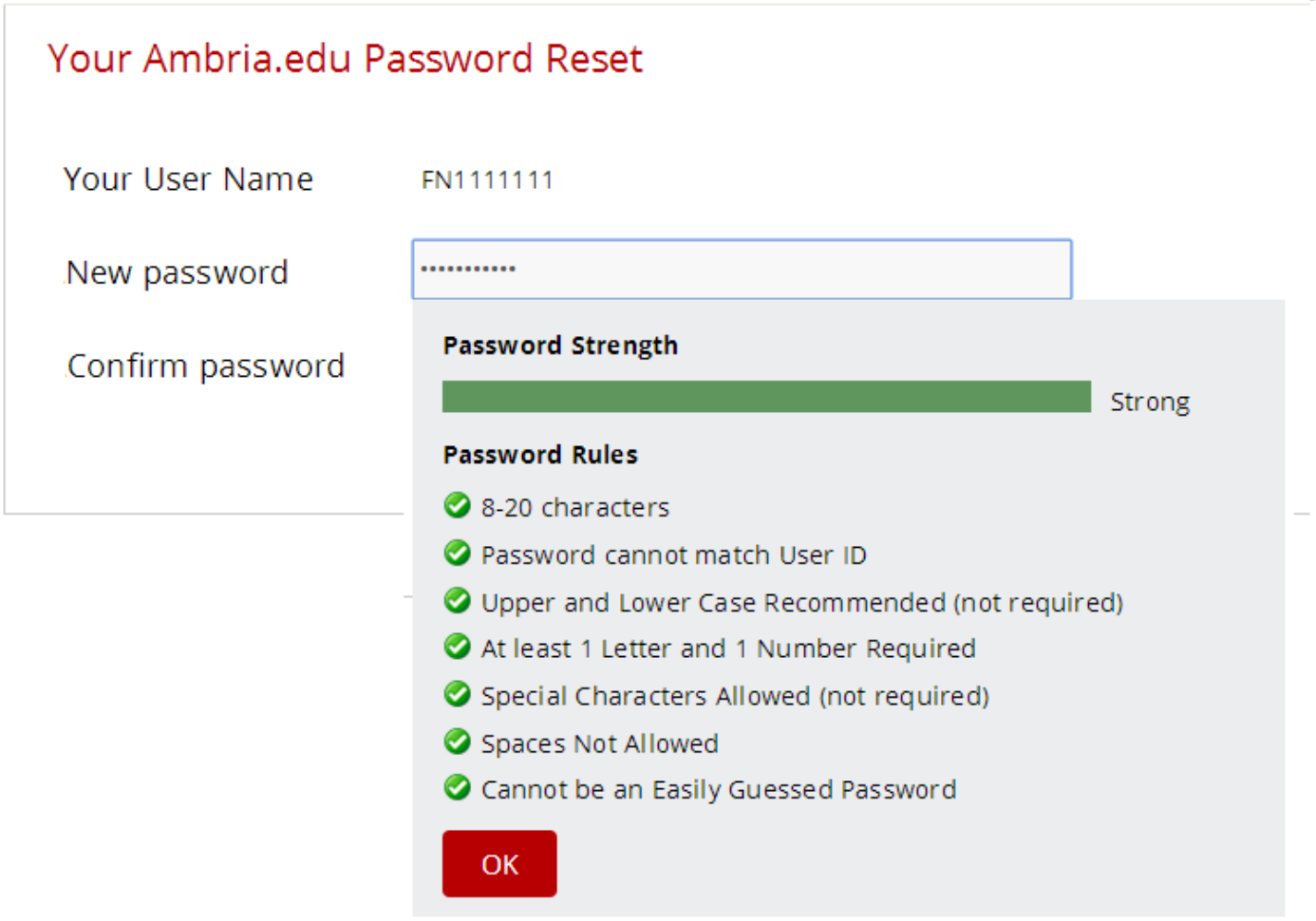
1. Find this email in "Spam" or "Junk Mail" folder. Select it and click "Not Spam" or "Add to Safe Sender List" button.
2. Go to Contacts and add noreply@ambria.edu as your Contact. This will prevent Ambria emails going to Spam folder in the future.

Password Recovery – STEP 6

- This is a final step of recovery.
  Type in a new password and click **Reset Password** button.



Password Rules

- Your password is subject to certain rules.

1. Must be at least 8 characters long.
2. Has to include both letters and numbers.
3. Cannot be easily guessed word or “typical password”.
4. Cannot be same as your previous passwords.
5. Use of special characters like !@#$%^&*() is recommended.
6. Spaces are not allowed.