



## FAQ – I've lost my Views password, how do I recover this?

### Solution 1

- Go to the Views login page at [app.viewsapp.net](https://app.viewsapp.net)
- Click on **RECOVER LOST PASSWORD**
- Enter your **username**, check the '*I'm not a robot*' field and then select **SEND RESET EMAIL**
- If the username matches our records, you will receive a 'Views Password recovery' email within a few minutes. Click on the link within the email or copy the link and paste it into your Internet Browser's address bar
- Enter a new password and then re-enter this in the **CONFIRM PASSWORD** field
- Check the '*I'm not a robot*' field and then select **RESET PASSWORD**

Your password will be reset, and you will now be able to access the system. If you have not received the 'Views Password recovery' email within a few minutes, please check the 'Junk' or 'Spam' folders within your mailbox. If the email still cannot be located, please move to solution 2.

### Solution 2

Please contact a Views administrator within your organisation. They will be able to reset your password directly for you. If you do not know who this person is, please move to solution 3.

### Solution 3

Send an email to [support@viewsapp.net](mailto:support@viewsapp.net). Within the email please let us know the name of your organisation and your Views username. One of our support team will be able to assist you in recovering your password.