How to Get Your LOGON or Password
Council for Opportunity in Education
http://www.coenet.us
August 7, 2012

1. If you do not know your LOGON or your Password use the “Forgot my logon” link and continue with step # 3 below:

2. If you know your LOGON enter it and then use “Forgot my password” link and go to step # 8 below:

3. Enter the requested information, (Email address, First Name, Last Name, and the Zip Code) in the next window and hit submit.

4. The system will attempt to match the information you entered with an existing records. If a match is made it will display on the screen. If your record is displayed click on the e-mail address. If your record is not displayed click on “No Match – continue”. You will be provided other instructions to follow.

5. If your record was matched and your clicked on the e-mail address shown an e-mail will be generated with your LOGON name, and a link to click which takes you back to the Logon screen on our web site.

   o **KEY NOTE:** Make sure you close the Council web site page(s) before you click on the link in the e-mail.
   o **ALSO NOTE:** Do not have your keyboard in CAPS LOCK when you enter your Logon Name.

6. Go to the e-mail which has your LOGON Name and a link. Write down your LOGON Name, click the link and enter your LOGON Name.

7. Click on “Forgot my password” link.

8. At the next window enter your LOGON Name again and hit submit.

9. An email will be generated with a link to reset your password.

   o **KEY NOTE:** Make sure you close the Council web site page(s) before you click on the link in the e-mail.
   o **ALSO NOTE:** do not have your keyboard in CAPS LOCK when you create and confirm your new password.

10. Click the link in the e-mail and you will be prompted to enter a new password and confirm the password.

11. Once this done you are logged into the site.

If you experience problems with this process contact the Council at (202) 347-7430 and ask for assistance.