FORGOTTEN PASSWORD GUIDE

MCP plc

This feature enables a user to perform a password reset directly from the Destin8 login page, making it faster and easier to regain access when a password is unknown, or has been forgotten.

NOTE: The 'Forgot password?' option can be used only by Destin8 users with a registered password reset email address.

Port Community System
Destin8

Destin8 Sign In

Please enter your sign in details below.

User Name:

Password:

[Sign In]

Forgot password?

Port Community System
Destin8

Password Reset Request

Please enter your account details below, including any one company code assigned to the account.

Note: Password reset is only available on accounts against which a password reset email address has been registered.

User Name:

Company code:

[Reset Password]

Port Community System
Destin8

Password Reset Request

Password reset request received with the following configuration:

User Name: USER1

Company code: LNC

If these details are correct and the account has a password reset email address registered, please check your inbox (and your spam/junk folders!) for the next step in the password reset process.

[OK]

STEP 1: INITIATE RESET

Shown on the Destin8 sign in page is a 'Forgot password?' option. Selecting this is the first step to initiate a password reset.

STEP 2: SUBMIT RESET REQUEST

On selecting the 'Forgot password?' option, the above screen is displayed. Entering the user ID and a Destin8 company code (badge) associated with that user, followed by selecting 'Reset Password', triggers the sending of a reset link to the registered password reset email address.

STEP 3: RESET REQUEST CONFIRMATION

After completing the previous two steps, a confirmation screen is displayed summarising the details of the submitted reset request. If the correct details were submitted **and** the user has a password reset email address registered, an email can be found in the designated mailbox detailing the remainder of the steps to be followed.