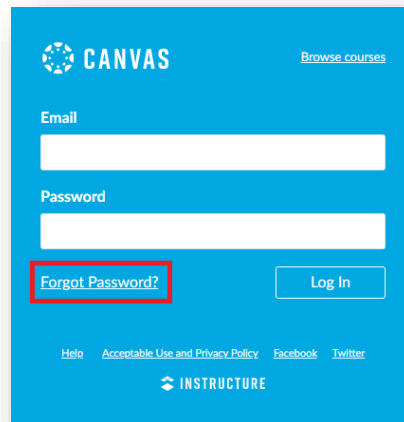# How to reset your UBCO's Canvas Catalog password
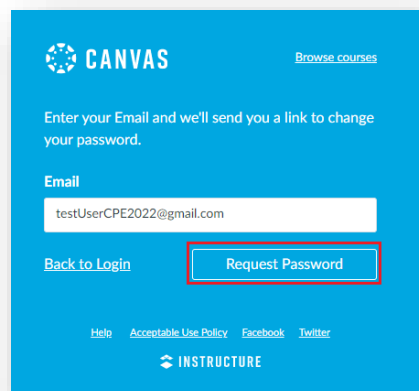
Open UBCO's Canvas Catalog login page in a new browser window. Click **Forgot Password?**

Request Password

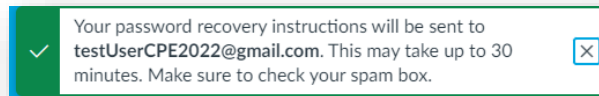Enter the login information associated with your UBCO's Canvas Catalog account and click the **Request Password** button**.**

View Password Recovery Notification

A notification should pop up stating that it may take up to 30 minutes to send password recovery instructions to your email, and you may need to check your spam folder to locate the email.

Check Email

Return to your email account and sign in. Open the 'Forgot Password: Canvas' email. (If the email is not in your Inbox, check your Spam folder.)
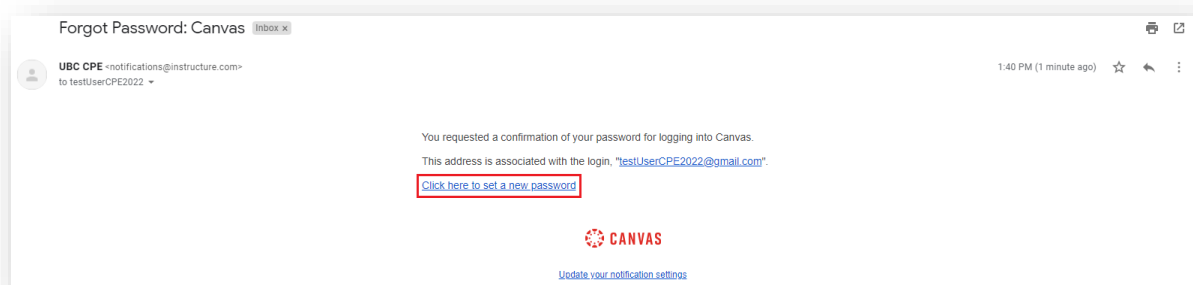
Change Password

Type in a new password and then confirm that password by typing it again. Click the **Update Password** button.
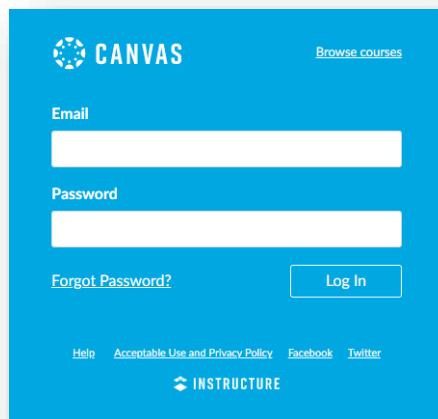
Log in to Canvas Catalog

Return to the login page and log in to your account with your new password.