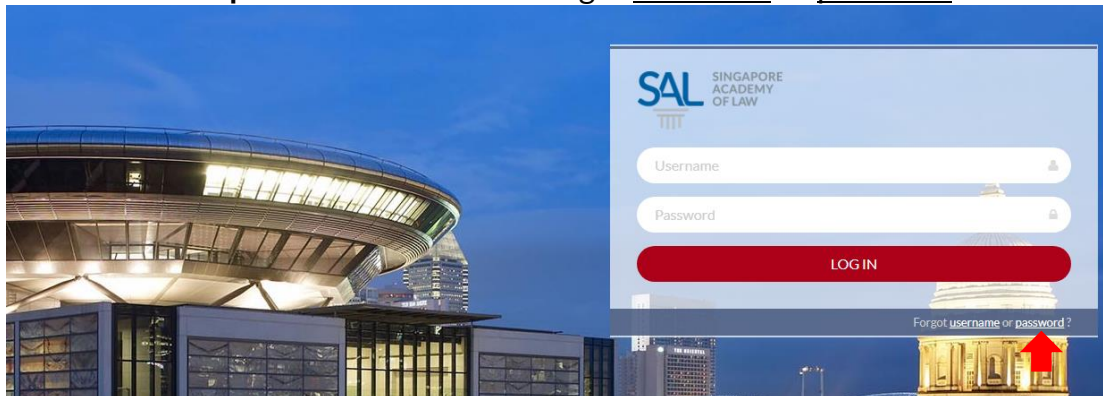
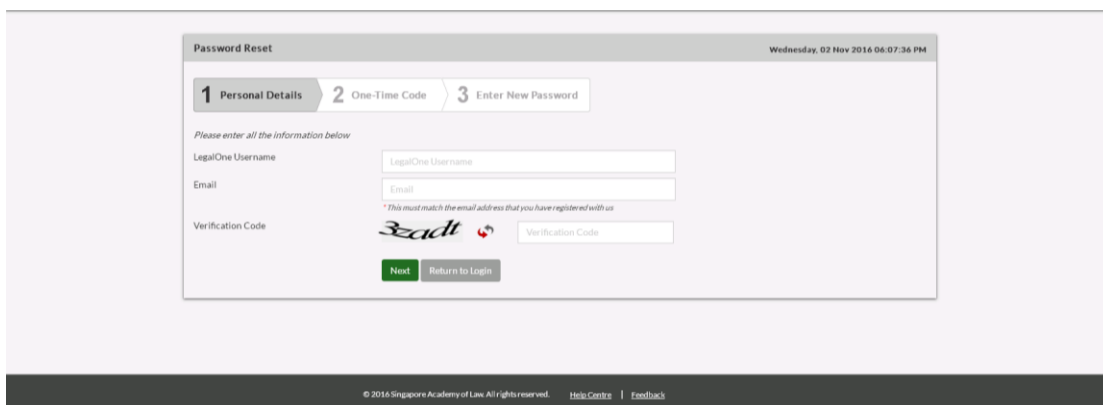


# Recovering your LegalOne Password

1. Click on the **password** under the “Forgot username or password?” section.



2. Provide the LegalOne Username and Email address associated to your LegalOne account.



## *Verification Code*

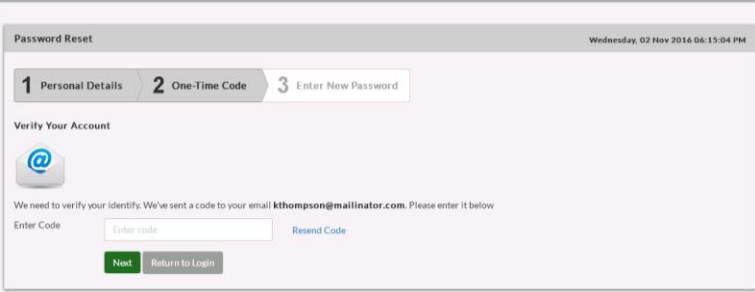
Please enter the number, letters that you see in the box. This helps prevent automated programs from abusing this website.

Click on the **Next** button.

A One-Time Password (OTP) code will be sent to your e-mail address provided to be used to verify your personal account.

You should receive this OTP within one minute of your request. Please note that this OTP will expire within five minutes of receipt.

3. Enter the OTP code.



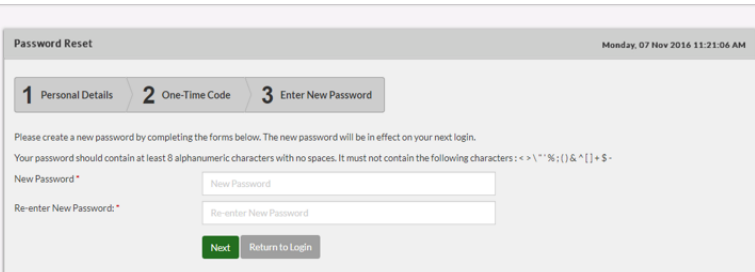
The screenshot shows a web browser window titled "Password Reset" with a timestamp of "Wednesday, 02 Nov 2016 06:15:04 PM". The page has a progress bar with three steps: "1 Personal Details", "2 One-Time Code" (which is active), and "3 Enter New Password". Below the progress bar, the heading "Verify Your Account" is followed by an email icon and the text: "We need to verify your identity. We've sent a code to your email **kthompson@mailinator.com**. Please enter it below". There is an "Enter Code" label, a text input field containing "Enter code", and a "Resend Code" link. At the bottom of the form are two buttons: "Next" (highlighted in green) and "Return to Login". A footer at the bottom of the page reads "© 2016 Singapore Academy of Law. All rights reserved. [Help Centre](#) | [Feedback](#)".

*Resend Code*

Click to reset and resend the OTP to the e-mail address associated to your LegalOne account.

Click on the **Next** button.

4. Enter your new password.



The screenshot shows a web browser window titled "Password Reset" with a timestamp of "Monday, 07 Nov 2016 11:21:06 AM". The page has a progress bar with three steps: "1 Personal Details", "2 One-Time Code", and "3 Enter New Password" (which is active). Below the progress bar, the text reads: "Please create a new password by completing the forms below. The new password will be in effect on your next login. Your password should contain at least 8 alphanumeric characters with no spaces. It must not contain the following characters: <> \\' % ; ( ) & ^ [ ] + \$ -". There are two text input fields: "New Password \*" and "Re-enter New Password: \*". At the bottom of the form are two buttons: "Next" (highlighted in green) and "Return to Login". A footer at the bottom of the page reads "© 2016 Singapore Academy of Law. All rights reserved. [Help Centre](#) | [Feedback](#)".

Click on the **Next** button.

5. Click on the button 'Return to Login' to login with your newly created password.

