

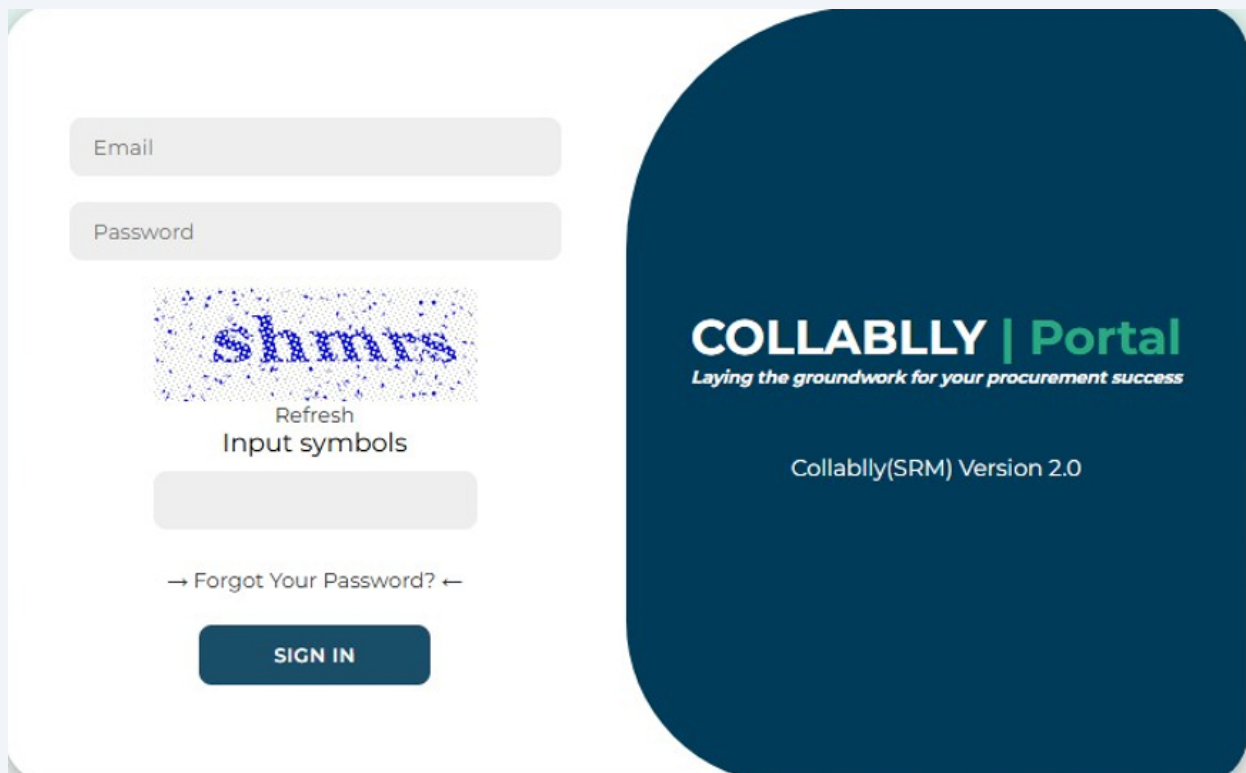
# How to Reset Your Account Password in (Collabily 2.0)

This tutorial will guide you step-by-step through the process of resetting your Collabily account password. You'll learn how to access the password reset page, receive your reset link, and securely create a new password to regain access to your account.

1

Welcome to the **Collabily 2.0 Password Reset Tutorial**. In this video, you'll learn how to reset your account password step-by-step so you can quickly regain access to your Collabily account.

**First**, if you're not already on the Mammoth Collabily portal, open your web browser and go to **[mammoth.collabily.com](https://mammoth.collabily.com)**.



Email

Password

Refresh

Input symbols

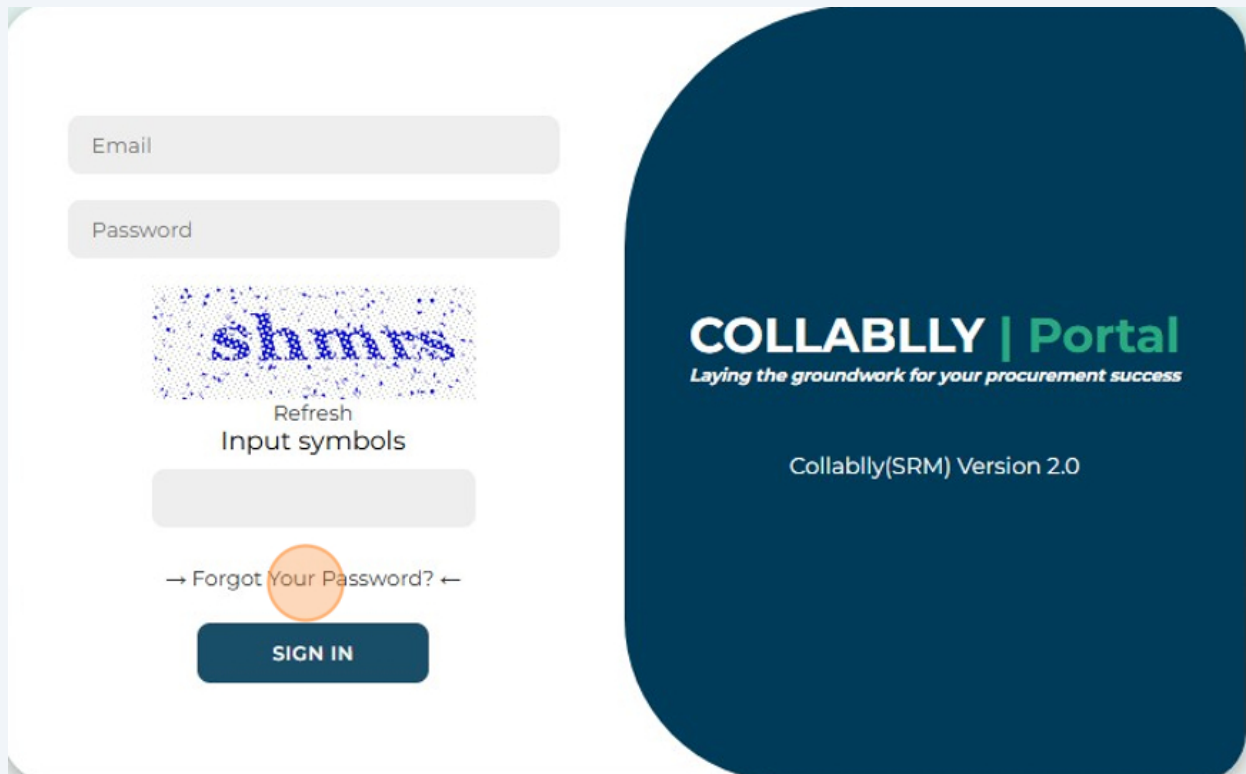
→ Forgot Your Password? ←

**SIGN IN**

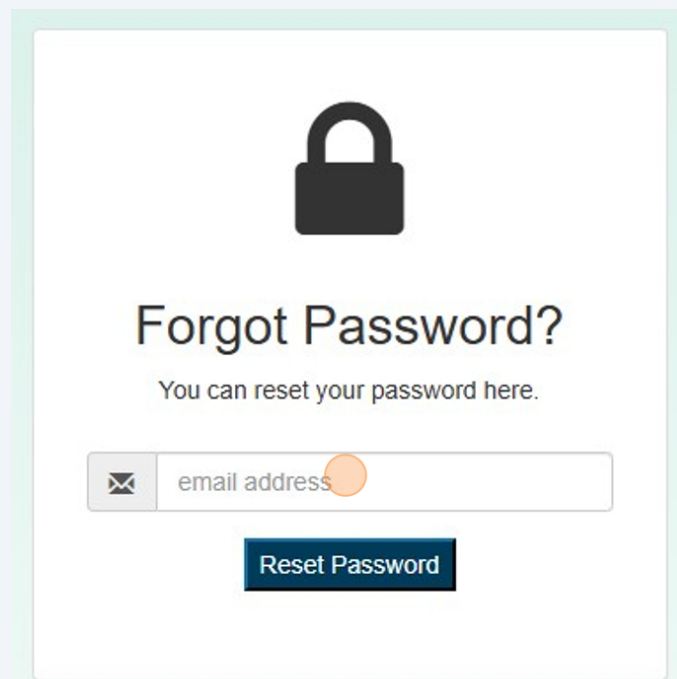
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Collabily(SRM) Version 2.0

- 2 On the login page, click **"Forgot Your Password?"** located below the login fields.

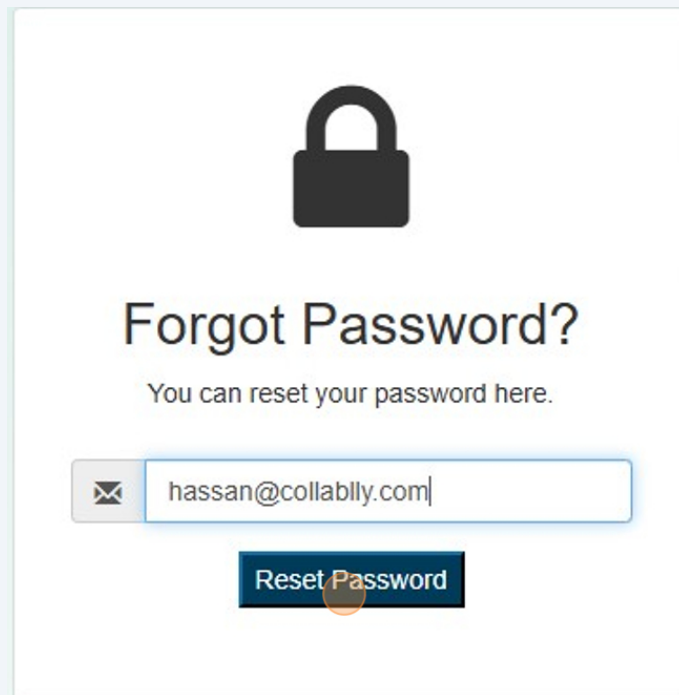


- 3 After you click **"Forgot Your Password?"**, a new tab will open in your browser. In this tab, type your **account email address** into the **Email Address** field.



4

After entering your account email address, click the **Reset Password** button to continue.

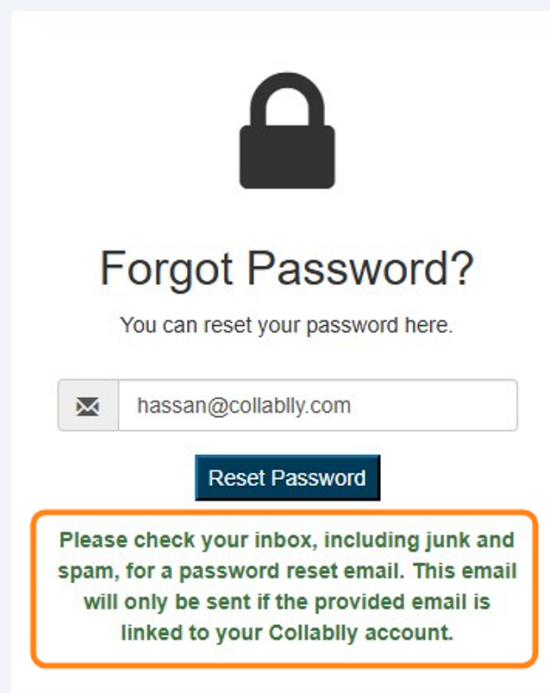


The screenshot shows a 'Forgot Password?' form. At the top is a black padlock icon. Below it is the title 'Forgot Password?' and the subtitle 'You can reset your password here.' There is an email input field with a grey envelope icon on the left and the text 'hassan@collabllly.com' inside. Below the input field is a dark blue button with the text 'Reset Password' in white. A small orange circle is positioned over the button.

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After clicking the **Reset Password** button, you'll see a message saying: "Please check your inbox, including junk and spam, for a password reset email. This email will only be sent if the provided email is linked to your Collabllly account."

Go ahead and check your email for the password reset message.

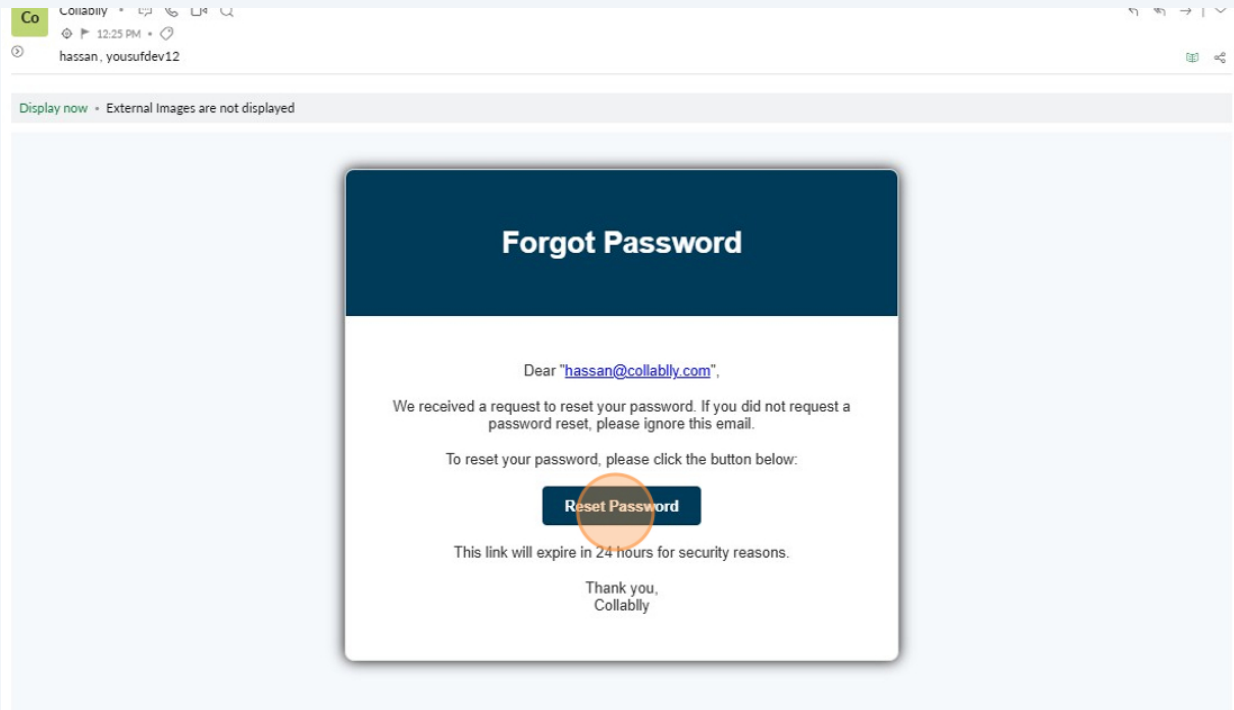


This screenshot is identical to the previous one, but with an additional message at the bottom. The message is enclosed in an orange rounded rectangle and reads: 'Please check your inbox, including junk and spam, for a password reset email. This email will only be sent if the provided email is linked to your Collabllly account.'

6

You'll receive an email from **Collably** with the subject line **"Reset Password Request."**

In the email body, click the **Reset Password** button to proceed.



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After clicking the **Reset Password** button, your web browser will open the Collably password reset page. You'll see two fields — **New Password** and **Confirm Password** — along with a list of minimum password requirements. As you meet each requirement, the red **X** beside it will turn into a green **checkmark**.

**Reset Password**

New Password:

Confirm Password:

**bi4528**

Input symbols

Submit

**Password must contain the following:**

- ✗ A lowercase letter
- ✗ A capital (uppercase) letter
- ✗ A number
- ✗ Minimum 8 characters (Max 15)
- ✗ Special characters

8

Once you've entered and confirmed your new password, complete the **anti-spam verification** by entering the symbol shown on the screen. Before proceeding, make sure all password requirements have turned **green**, confirming that you've met the minimum criteria.

The image shows a 'Reset Password' form with the following elements:

- Reset Password** (Section Header)
- New Password:** A text input field with masked characters (dots).
- Confirm Password:** A text input field with masked characters (dots).
- A green box displaying the verification symbol: **bi4528**.
- Input symbols** (Label): A text input field containing the text 'bi4528'. The first character 'b' is highlighted with an orange circle.
- Submit** (Green button).

To the right of the form, a list of password requirements is shown, all with green checkmarks:

- ✓ A lowercase letter
- ✓ A capital (uppercase) letter
- ✓ A number
- ✓ Minimum 8 characters (Max 15)
- ✓ Special characters

9

After reviewing the form to ensure everything is correct, click the **Submit** button to complete your password reset.

The screenshot shows a password reset interface. On the left, a light green box contains the title 'Reset Password' in green. Below it are two input fields: 'New Password:' and 'Confirm Password:', both containing masked text (dots). A green box displays the password 'bi4528' in blue. Below this is a section titled 'Input symbols' with a text box containing 'bi4528|'. At the bottom is a green 'Submit' button, which is circled in orange. On the right, a light gray box lists password requirements under the heading 'Password must contain the following:'. The requirements are: a lowercase letter, a capital (uppercase) letter, a number, a minimum of 8 characters (maximum 15), and special characters. Each requirement is preceded by a green checkmark.

Reset Password

New Password:

Confirm Password:

bi4528

Input symbols

Submit

Password must contain the following:

- ✓ A lowercase letter
- ✓ A capital (uppercase) letter
- ✓ A number
- ✓ Minimum 8 characters (Max 15)
- ✓ Special characters

10

Once your password has been successfully reset, you'll be redirected to **mammoth.collably.com**. Enter your **account email address**, **new password**, and the **anti-spam verification symbols**, then click **Sign In** to confirm that your new password is working.

This concludes the **"How to Reset Your Account Password on Collably 2.0"** tutorial.

The screenshot shows the login interface of the Collably Portal. On the left, there are three input fields: 'Email', 'Password', and a CAPTCHA field. The CAPTCHA field displays the text 'shmr5' with a 'Refresh' button below it. Below the CAPTCHA field is a 'Forgot Your Password?' link. At the bottom left is a 'SIGN IN' button. On the right, a dark blue sidebar contains the 'COLLABLY | Portal' logo, the tagline 'Laying the groundwork for your procurement success', and the text 'Collably(SRM) Version 2.0'. Orange arrows point to the 'Email', 'Password', CAPTCHA field, and 'SIGN IN' button.

Email

Password

shmr5

Refresh

Input symbols

→ Forgot Your Password? ←

SIGN IN

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