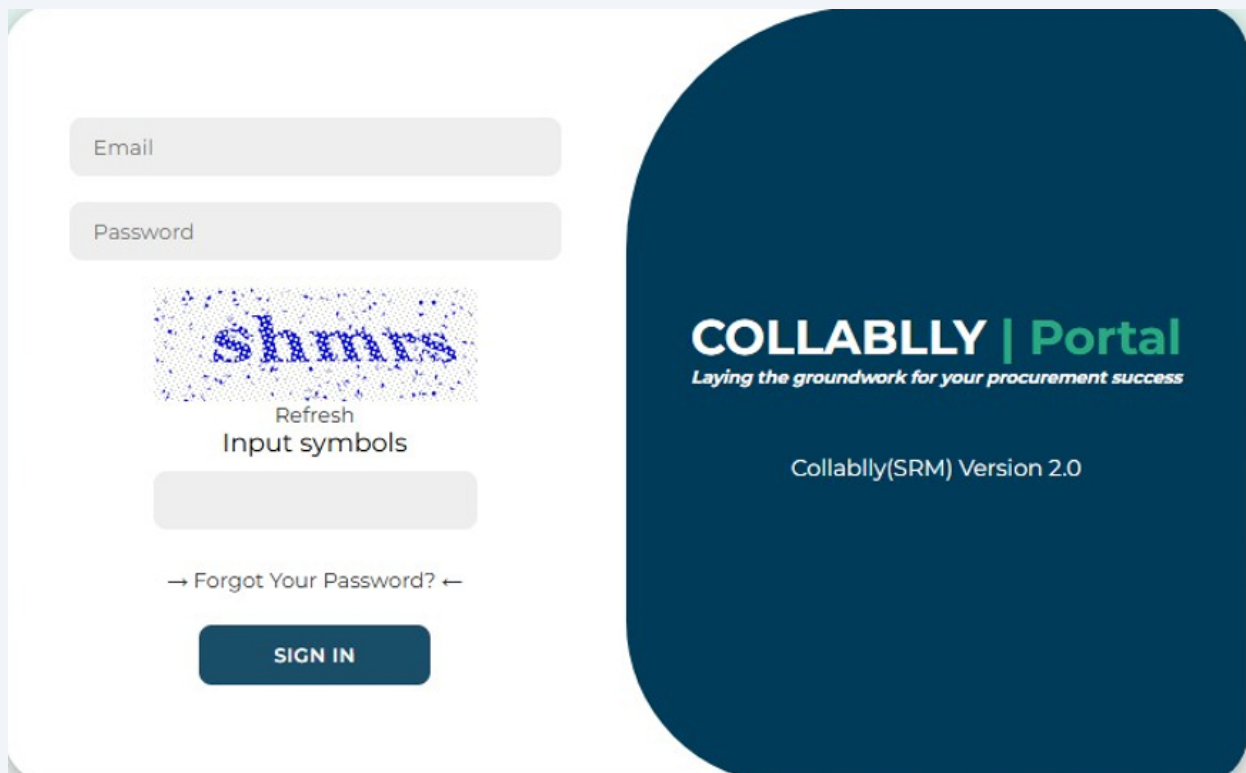# How to Reset Your Account Password in (Collablly 2.0)

This tutorial will guide you step-by-step through the process of resetting your Collablly 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 **Collablly 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 Collablly account.

First, if you're not already on the Mammoth Collablly portal, open your web browser and go to **mammoth.collablly.com**.
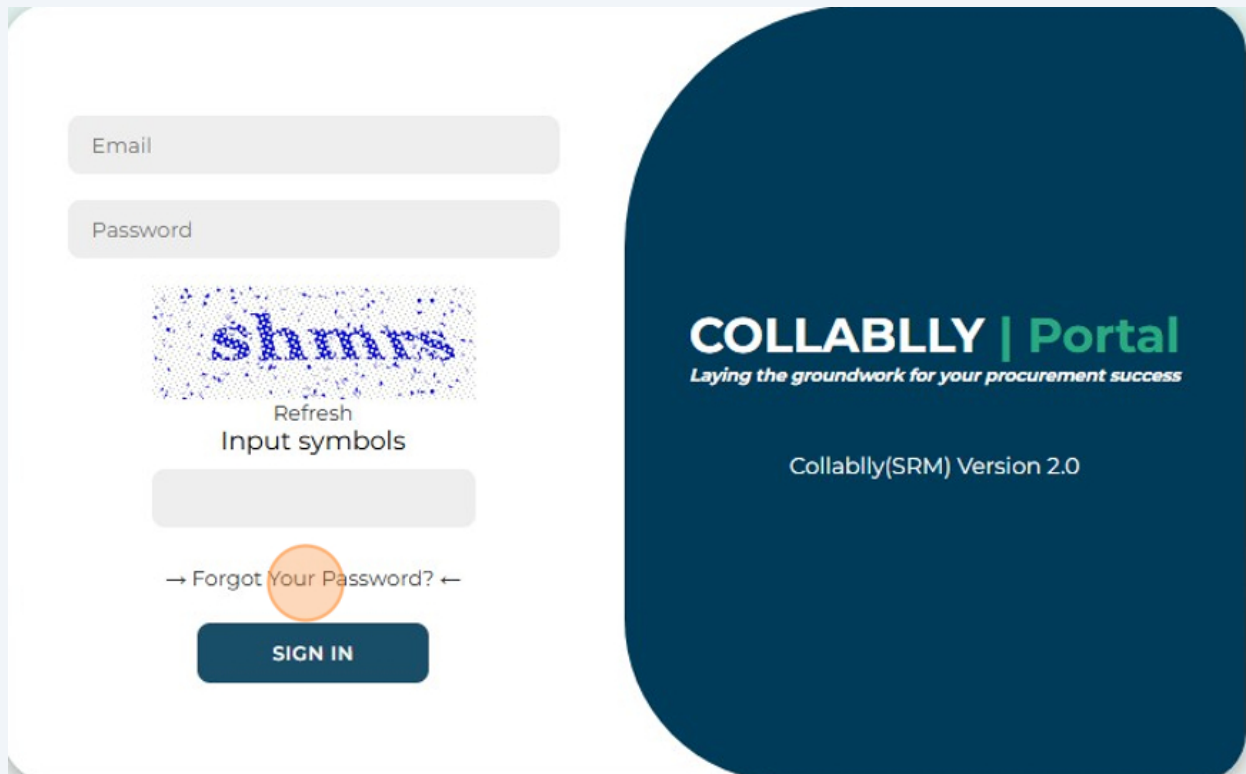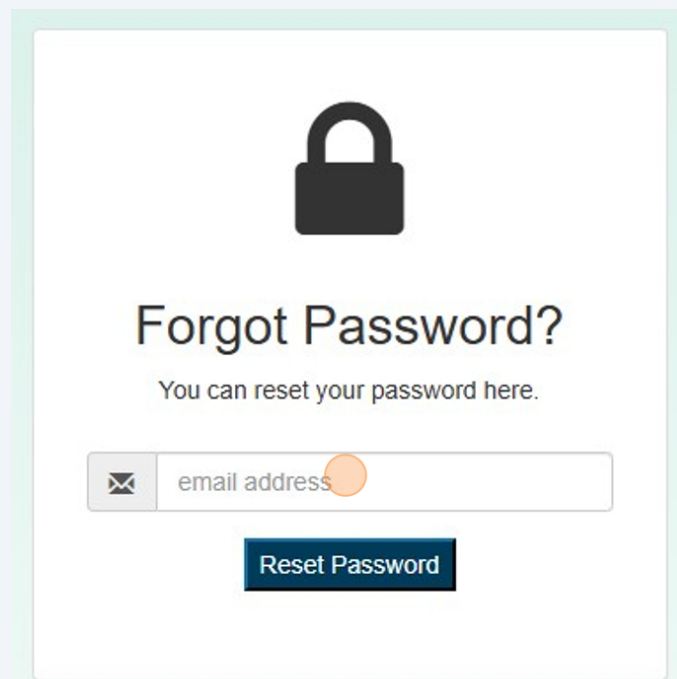
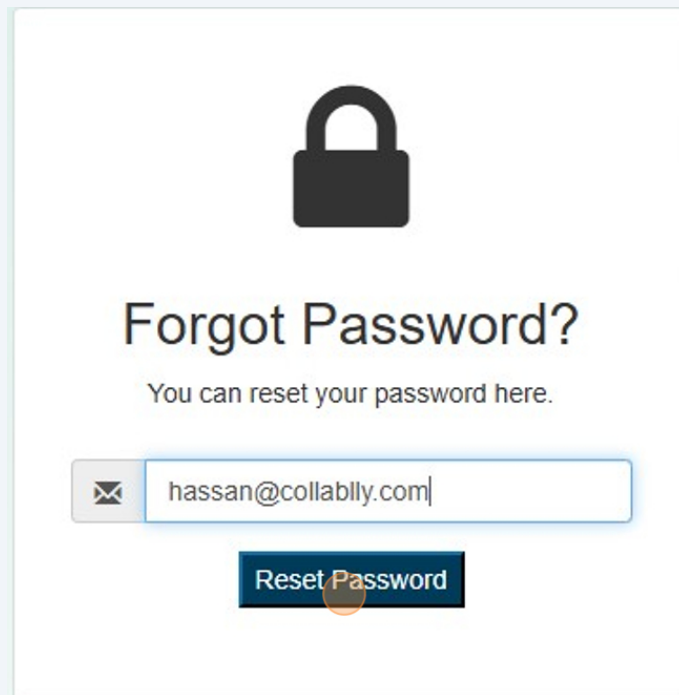**2** On the login page, click **"Forgot Your Password?"** located below the login fields.

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.
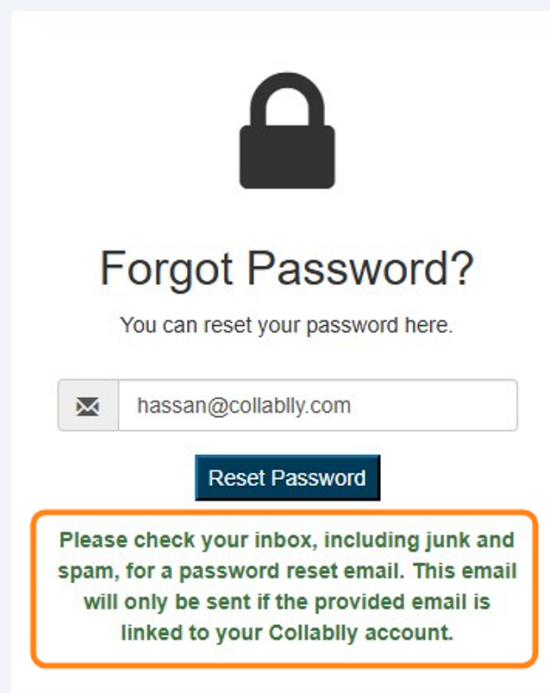

5 After clicking the **Reset Password** button, you'll see a message saying: "Please check your inbox, including junk and spam, for a password reset email. This email will only be sent if the provided email is linked to your Collablly account."

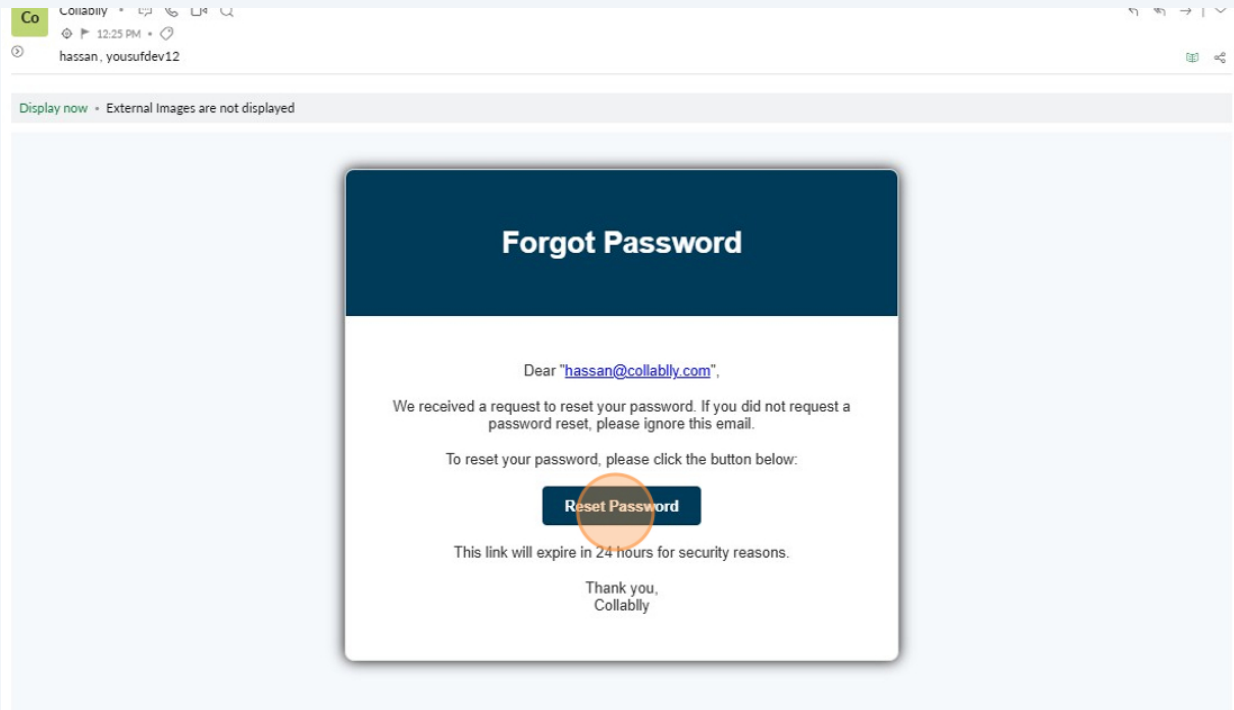Go ahead and check your email for the password reset message.

6 You'll receive an email from **Collablly** with the subject line **"Reset Password Request."**
In the email body, click the **Reset Password** button to proceed.

7 After clicking the **Reset Password** button, your web browser will open the Collablly 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:

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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.

Reset Password

New Password:

••••••••••

Confirm Password:

••••••••••

bi4528

Input symbols

bi4528

Submit

Password must contain the following:

✓ 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.

Reset Password

New Password:

••••••••••

Confirm Password:

••••••••••

bi4528

Input symbols

bi4528

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.collablly.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 Collablly 2.0"** tutorial.