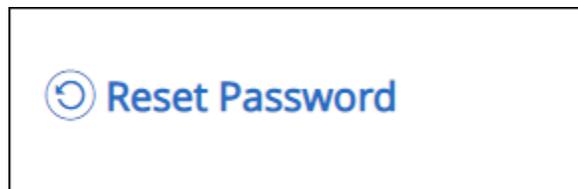**UTRGV**

HOW TO RESET YOUR PROXY'S PASSWORD

1. On the **Proxy Management** page, click on the edit icon underneath the corresponding proxy.

2. Click on **Reset Password** at the top of the page. You will see a message in the upper right-hand corner letting you know that a reset password message has been sent to the proxy. The proxy will receive two emails containing information on how to reset their password.