

Forgot Password



The Wisconsin Registry requires you to log in to your account with your email address and a secure password. If you forget your password, this guide will help you create a new password.

If you forget your email or aren't sure if you have ever created a Registry Account, please call our office **(608) 222-1123** to check if you have an existing account.

STEP 1: Use the Forgot Password tool

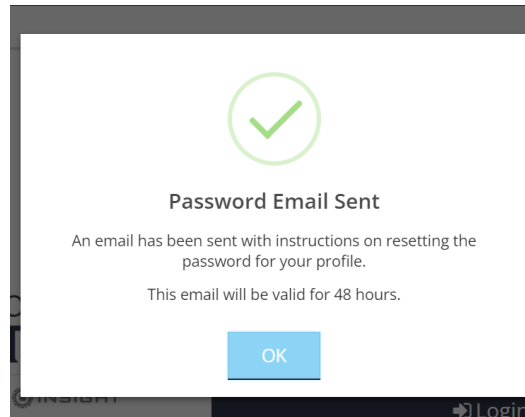
A screenshot of the Wisconsin Registry login page. On the left is the Wisconsin Registry logo and the text "Powered by INSIGHT". On the right are the login fields: "Email Address" (with a blue circle '1' above it), "Password", a "Remember me" checkbox, a "Login" button, and a "Forgot Password?" link (with a blue circle '2' above it). A "Create Account" link is also visible at the bottom right.

Access the Forgot Password tool on the Wisconsin Registry [login page](#):

1. Enter the email address you used to create your Registry account. If you are unsure, please [contact](#) The Registry.
2. Click **FORGOT PASSWORD?**.

A screenshot of the "Forgot Password?" modal form. The form has a title bar with a lock icon and a close button. The main text says "Enter the email address for the account you would like to reset the password for." Below this is an "Email Address" input field containing "janewisconsin@email.net" (with a blue circle '3' above it). At the bottom of the form is a "Submit" button (with a blue circle '4' above it).

3. Make sure the email listed here is correct.
4. Click on the **SUBMIT** button. You will see a confirmation box appear (see below).



STEP 2: Check Your Email

1

support@the-registry.org Insight Password Reset - Password Reset A password reset has been requested for the following user.

1. Log in to your email account. Open the email from support@wiregistry.org




If you don't see this email in your inbox:

- Check your spam/junk folder.
- Make sure our email address (support@wiregistry.org) is not blocked and that you receive emails from this address.
- [Contact](#) the Wisconsin Registry for support.

A screenshot of the Wisconsin Registry website's password reset page. At the top, there is a large green outline of the state of Wisconsin with a white star in the center, and the text "WISCONSIN REGISTRY" in a large, dark blue, serif font. Below this, the page is titled "Password Reset" in bold. A message states: "A password reset has been requested for the following user." Below this, a yellow lightbulb icon is next to the name "Jane Wisconsin" and the email address "janewisconsin@email.net". A message below reads: "Please click the 'Reset Password' button below to complete the password reset process and select a new password." At the bottom of the content area, there is a blue circle with the number "2" and a green button labeled "Reset My Password". At the very bottom of the page, there is contact information: "The Registry | 608-222-1123 | 2908 Marketplace Drive, #103 Fitchburg, WI 53719" and a link "Visit The Registry".

2. Click **RESET MY PASSWORD**

 *If the name listed in this email is not your own, please call our office to confirm that the email you chose is not already in use by another account.*

STEP 3: Reset Your Password

Reset Password

1


2

3

**Password Requirements**

Valid passwords must consist of the following:

- Minimum of 7 characters
- At least three of the following: uppercase letter, lowercase letter, number, or symbol

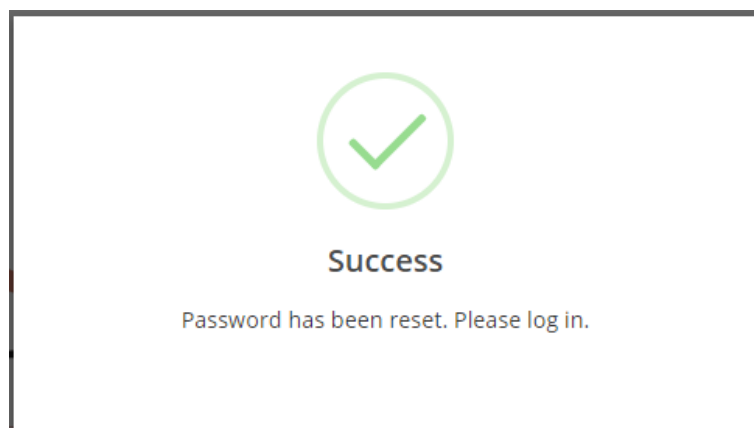
 Special characters such as '&' or '!' are encouraged but not required.

1. Enter a new password.

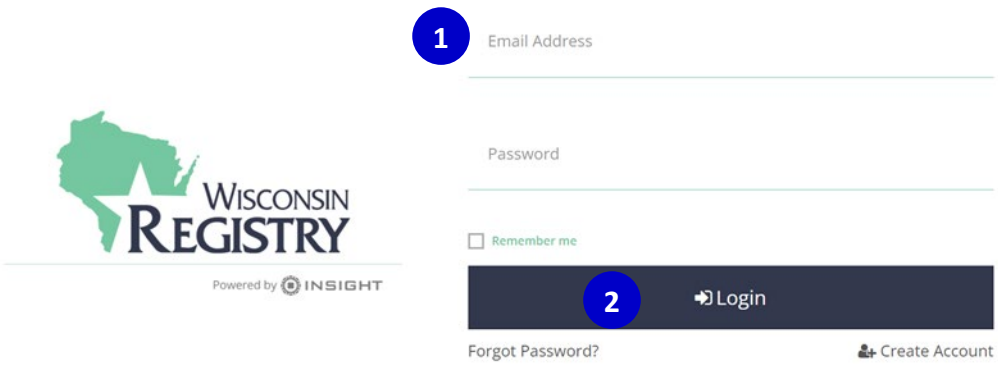


*Be sure to review the listed **Password Requirements** to make a strong password.
Please note your password is case-sensitive.*

2. Re-type your new password.
3. Click **RESET PASSWORD**. You will see a confirmation box appear (see below).



STEP 4: Log In



1 Email Address

Password

Remember me

2 Login

[Forgot Password?](#) [Create Account](#)

1. Enter your email address and password.
2. Click **LOGIN**.