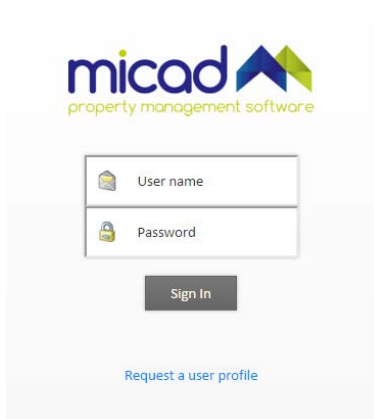


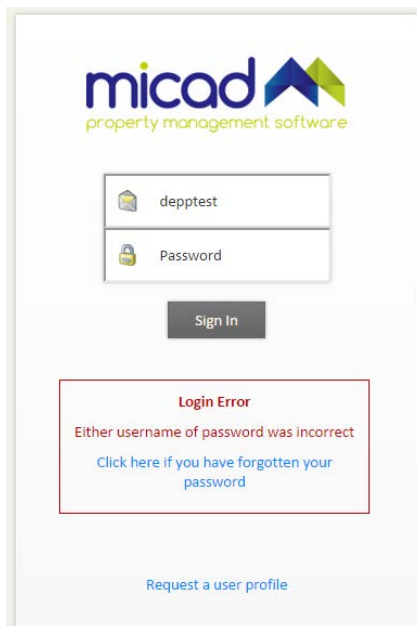
How to Change Your Portal Password

1. To change your password go to <https://portalcam.micadipr.net>
2. Enter your user name and leave the password box blank and click on Sign In.



The screenshot shows the micad property management software login page. At the top is the micad logo. Below it are two input fields: 'User name' and 'Password'. The 'User name' field is empty, and the 'Password' field is also empty. A 'Sign In' button is located below the fields. At the bottom of the page, there is a link that says 'Request a user profile'.

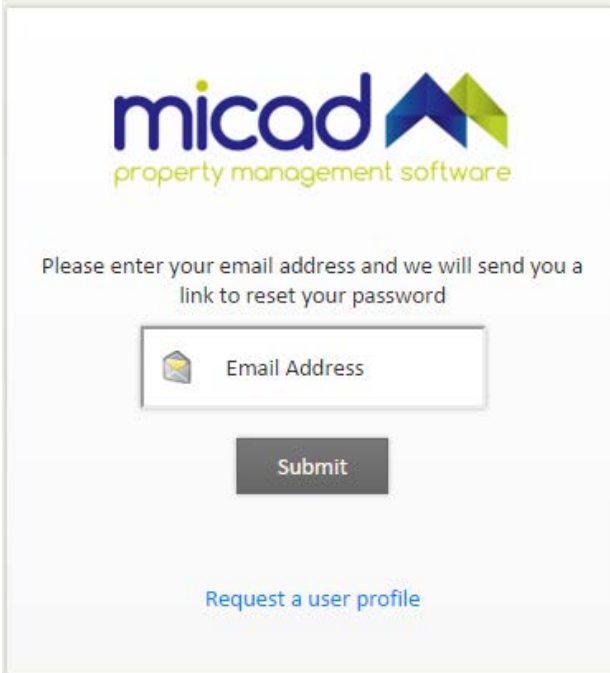
3. Click on the “Click Here if you’ve forgotten your password link”



The screenshot shows the micad login page after an attempt to log in with the username 'depptest' and a blank password. A red-bordered box contains the following text: 'Login Error', 'Either username of password was incorrect', and 'Click here if you have forgotten your password'. The 'Sign In' button is visible above the error message. At the bottom of the page, there is a link that says 'Request a user profile'.

How to Change Your Portal Password

4. Enter your email address and click on submit



The screenshot shows the micad property management software interface. At the top is the micad logo with the tagline 'property management software'. Below the logo, the text reads: 'Please enter your email address and we will send you a link to reset your password'. There is a text input field with an envelope icon and the placeholder text 'Email Address'. Below the input field is a dark grey 'Submit' button. At the bottom of the form, there is a blue link that says 'Request a user profile'.

5. You should receive an email from “portal”, click on the link to reset your password.

If you need any further assistance, please contact big@admin.cam.ac.uk