

Resetting Your CommPortal Password

Rev 1.1



Resetting Your CommPortal Password

Navigate to <u>https://access.mywinntel.com</u> in your Internet brower.

If this is the first time logging in to CommPortal and did not receive a password or you have not set up a security email address yet please contact Winn Telecom Customer Service at (989) 779-9800.

From the CommPortal login screen click on the Forgotten Password link.

Welcome To Winn Telecom
ComPortal Web
Phone in the later
Please log in below.
Number:
Password:
Forgotten Password?
Remember me on this computer.
Login

You will be asked to confirm your number.

Enter your 10 digit phone number and click Reset Password.

Confirm your number						
Confirm your number and press "Reset Password" to continue.						
Number:]				
	Reset Password	Cancel				

If the number is valid a Success screen will be displayed.



You should receive an email with a link to reset your password.

If you did not receive an email check your spam folder first.

If you still did not receive an email contact Customer Service at (989) 779-9800.

Password reset notification	
From Notification Services to mhorak@winntel.com	2:26:50 PM
This email was sent automatically in response to your request to reset your for account: 9899539887. To reset your password copy and paste the following link into the address l browser.	password, bar of your
access.mywinntel.com/login? redirectTo=%2Fline%2Fdefault.html%23reset=true&errorRedirectTo=%2Flo ersion=9.2&Encrypted=%21%2B1%2B%21e7d87d6e3a5c66d09b043bb192 622485f322ee0b78cfd19de8ad40733a0193a43e987ee8f1048db187b31f39c 514c278416015358ebb8a6fab63b7e5bc155c11334be35f5c42eebeac59f028 af239e0d0cdcca33d835ec118344c19599d4350b78dab9352f4e82be040a674 e977749729a25ab526259b89eb883d92c025ab3676492862c2a55074cf6112 388ce438f7d3040646d0932846fb62a2138989230053dcfa26ccfbaff5856c7e 2a7d48b303fa731c7d17655788f27a94531127e4731c01b984	ogin.html&v c77ead313c l3269b4bf3 d1f8af3b1b1 404b3a9f22 93a9de034 23070dd9aa
The link will only last for 24 hours and will allow you to login and reset your to a new value.	r password
If you don't want to reset your password, please ignore this message. Your will not be reset.	password
If you have any other problems please contact your service provider.	

Copy and Paste the complete link supplied in the email to your browser and press enter.

The Change Password dialog will load.

Change Password		
New password: Confirm new password:		
	Confirm	

Enter your new password and confirm new password then click Confirm.

CommPortal will email a confirmation that your password was changed and direct you to the login page.

Log in with your new password.