

## Forgotten Password/Password Expiration Instructions for iSupplier questions: [isupplierinquiries@allete.com](mailto:isupplierinquiries@allete.com)

### Forgot Your Password?

1. Click on the “**Login Assistance**” link



The screenshot shows the top navigation bar of the iSupplier portal with five icons: a man in a white shirt, a globe, a man at a computer, a woman with a headset, and a man in a suit. Below the navigation bar is a light blue login form. It contains two text input fields: one for the user name with the example 'michael.james.smith' and one for the password with the example '4u99v23'. Below the password field are 'Login' and 'Cancel' buttons. A 'Login Assistance' link is positioned below the buttons. At the bottom of the form is an 'Accessibility' dropdown menu currently set to 'None'.

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2. Enter your user name and select the “**Forget Password**” button (User name is the same as your computer login username):

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### Login Assistance

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\* Indicates required field

#### Forgot Password

Enter your user name, instructions for how to reset your password will be emailed to you.

User Name

**Forgot Password**

#### Forgot User Name

Enter the email address associated with your account, your user name will be emailed to you.

Email

**Forgot User Name**

(Example: first.last@domain.com)

3. You will now see the following confirmation message:

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### Confirmation

**Your password-reset request has been submitted. An email with instructions will be sent shortly. Please contact the System Administrator if you do not receive an email within the next 10-15 minutes.**

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- You will receive an email that will look similar to the below image, please click the “Reset your password” link (this link will expire after a short time if not acted upon).


### **FYI: Password Reset**

X7 Oracle Applications <[oraapps7@mnpower.com](mailto:oraapps7@mnpower.com)>

Sent: Mon 7/14/2014 9:40 AM

To: 

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To:   
Sent: 14-JUL-2014  
09:37:13  
ID: 1817778

[Reset your password](#) and follow the on-screen instructions. This email can be ignored in case you didn't request a password reset, the link is only available for a short time.

- Please enter your username and new password in both the “Password” and “Confirm Your Password” textboxes and then click “Confirm Password”:

### Reset Password

\* Indicates required field

Please enter your username and passwords below. The password you enter below will be used to replace your old password.

* User Name	<input type="text"/>
* Password	<input type="password"/>
	(6 characters or more)
* Confirm Your Password	<input type="password"/>
	<input type="button" value="Confirm Password"/>

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6. If the new password is accepted, you will receive the following notification. If rejected, please see the password requirements listed below:

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 **Confirmation**

**The password has been reset; use the new password to login to the system.**

OK

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### Password Requirements

1. Passwords cannot contain repeating numbers or letters
2. Your password must be at least 8 characters
3. Your password must not contain your user id
4. Your password must contain at least 1 number
5. Passwords expire every 90 days
6. Passwords cannot be reused for 1 year