

# How an Agency Can Reset Their Password in GateKeeper

This guide provides a straightforward process for resetting your GateKeeper password, ensuring that you can regain access to your account quickly and easily. By following the step-by-step instructions, you'll navigate the reset procedure with confidence, minimizing downtime and frustration. It's an essential resource for anyone needing assistance with password recovery, making it a must-view for efficient account management.

1

Navigate to the GateKeeper End User Portal and select the "Forgot Password" option.

Welcome to the Chicago Cook Workforce Partner Portal

#### PARTNER PORTAL LOG IN

htest@chicookworks.org

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LOGIN

[Forgot Password?](#)

By clicking "LOGIN" You agree to Gatekeeper's [Privacy Policy](#)

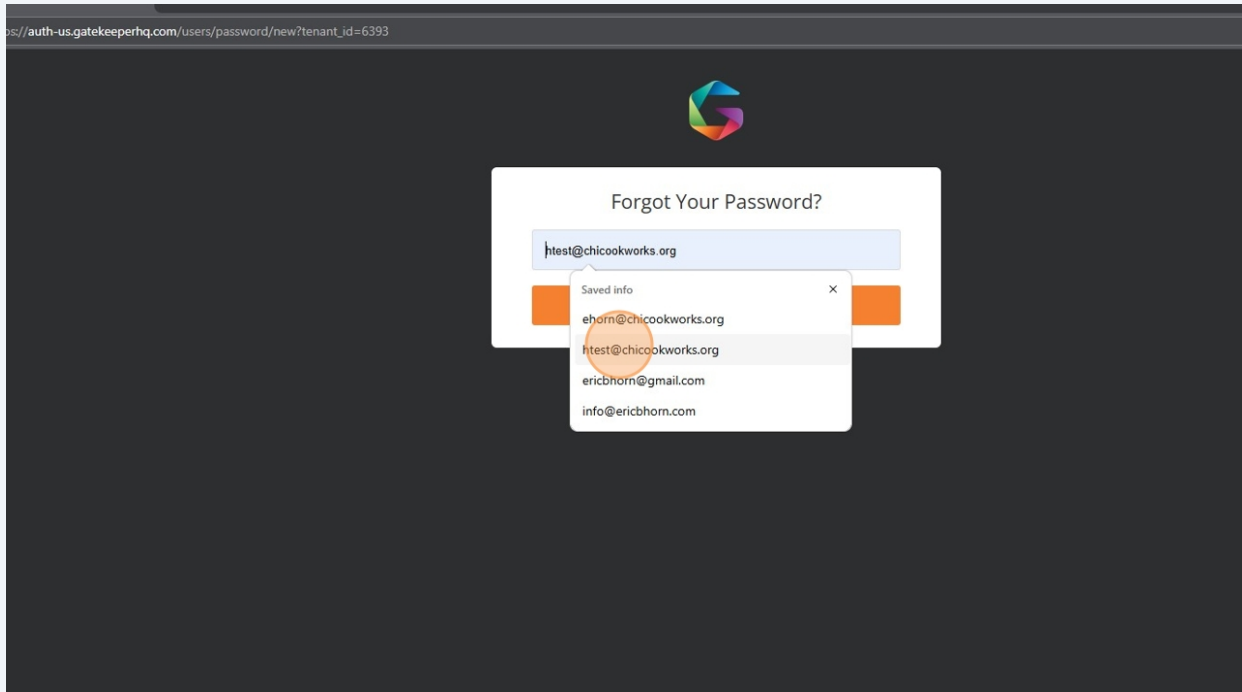
Don't have an Account? [Partner Registration](#)

#### PARTNER REGISTRATION

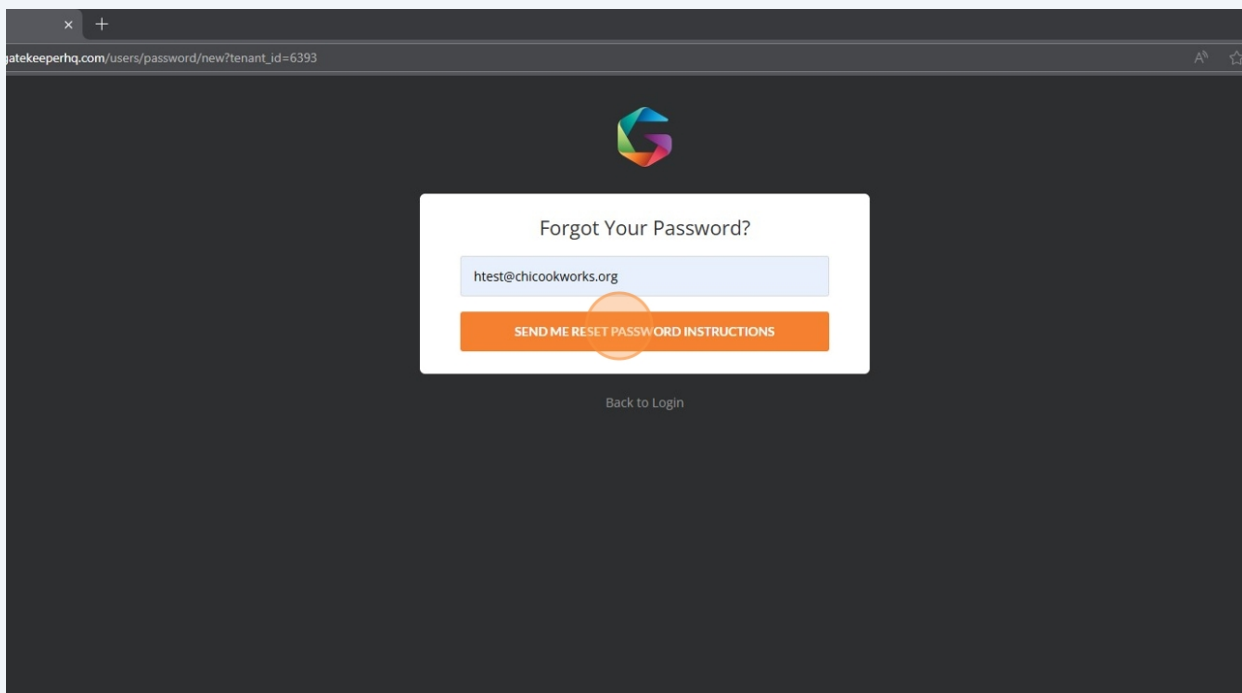
REGISTER

By clicking "REGISTER" You agree to Gatekeeper's [Privacy Policy](#)

2 Enter the email address linked to the password you wish to reset

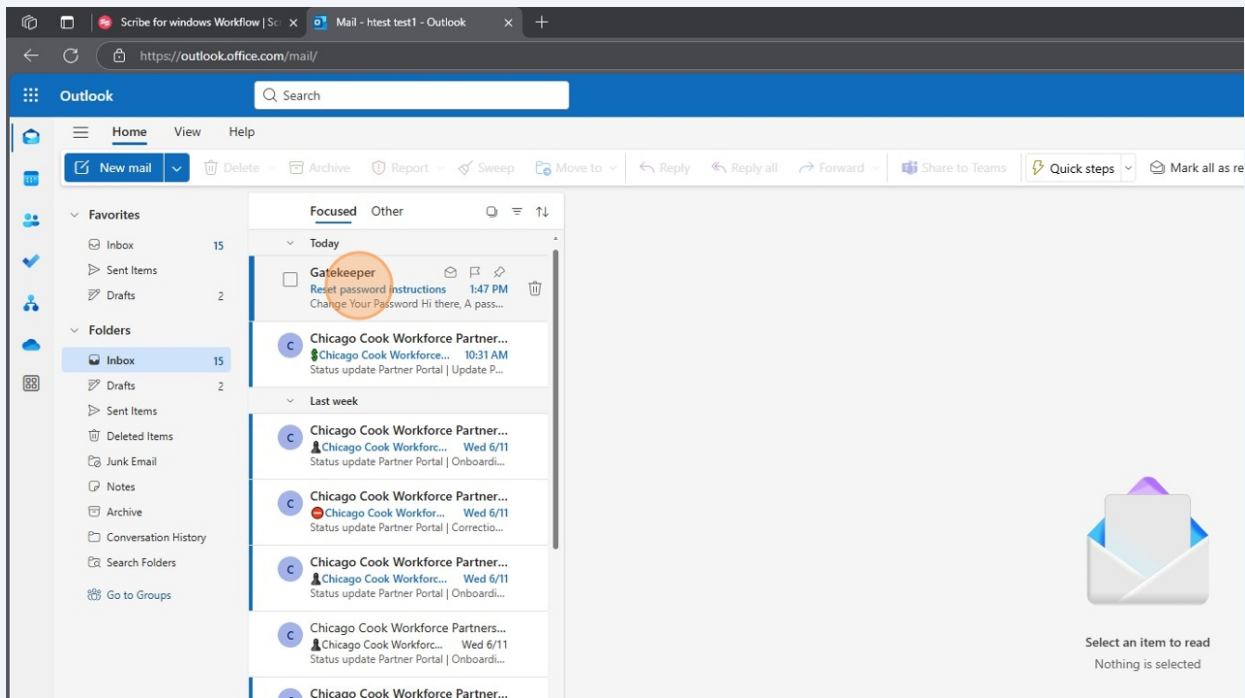


3 Click on "Send Me Reset Password Instructions. If you have entered the correct email, an automated email containing instructions on how to reset your password will be sent to your account. Please check your SPAM folder if you do not find the email in your inbox.



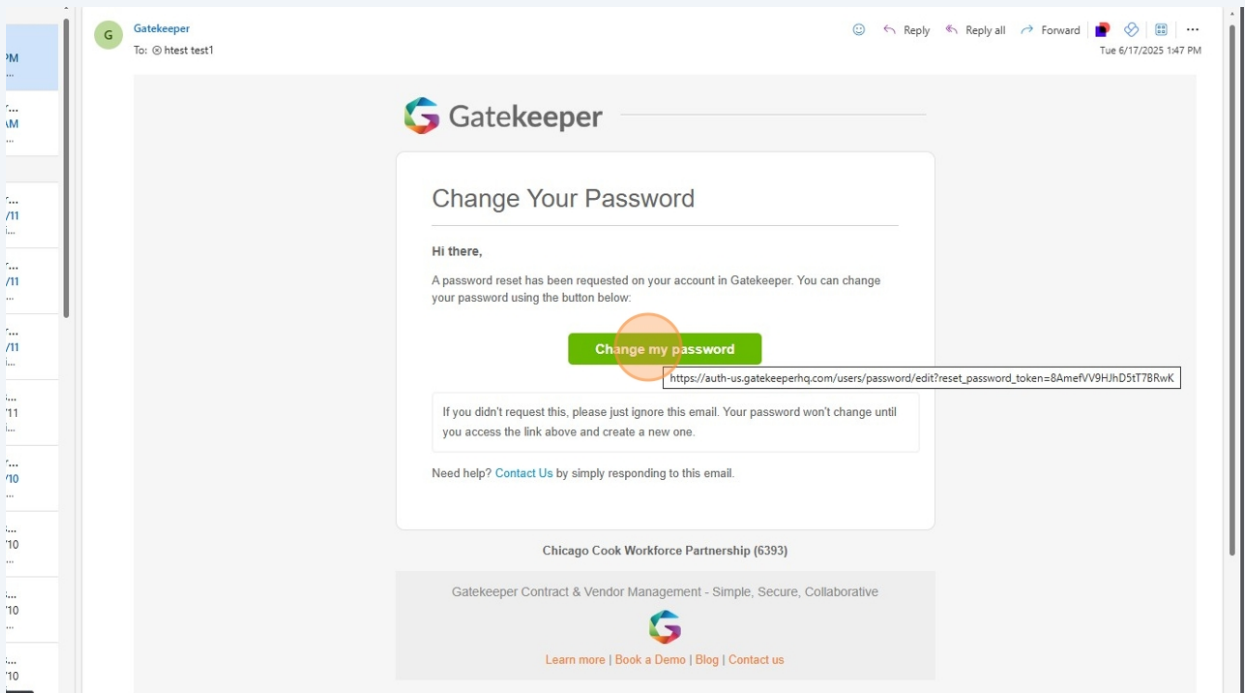
4

Please check your email for a message from "[no-reply@gatekeeperhq.com](mailto:no-reply@gatekeeperhq.com)." The email will have the subject line "Reset password instructions."

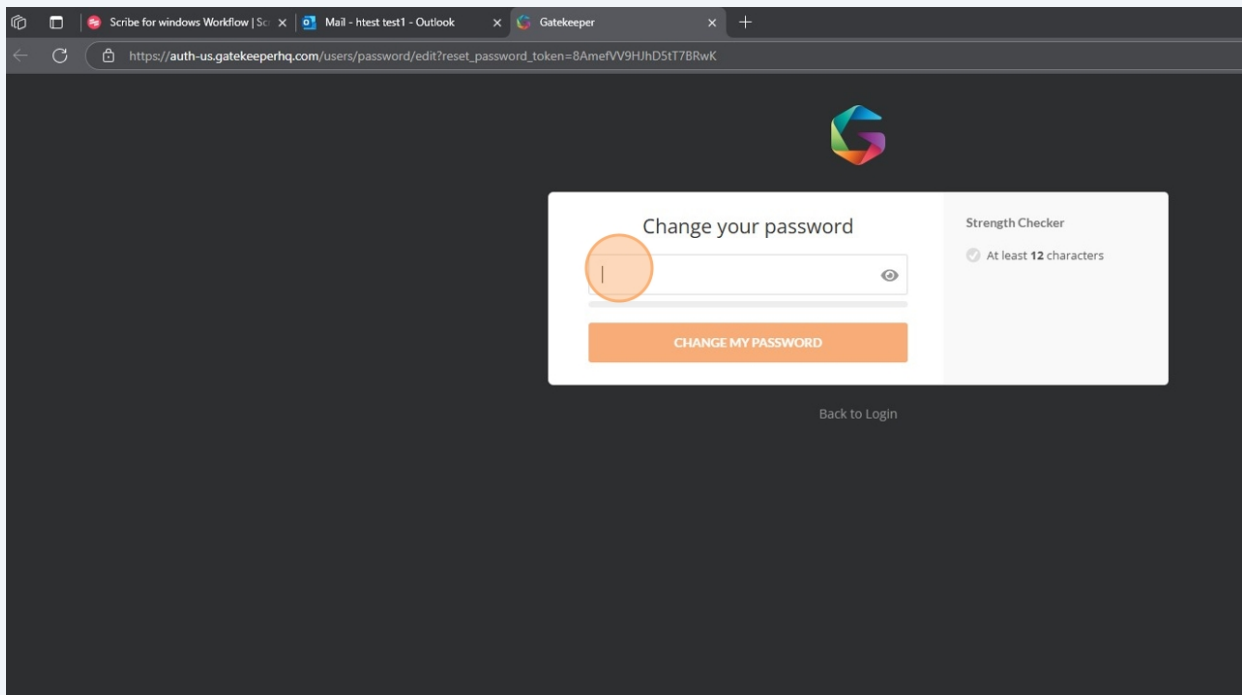


5

Click "Change my password"



6 Enter your new password. It must be at least 12 characters long.



7 Click "CHANGE MY PASSWORD"

