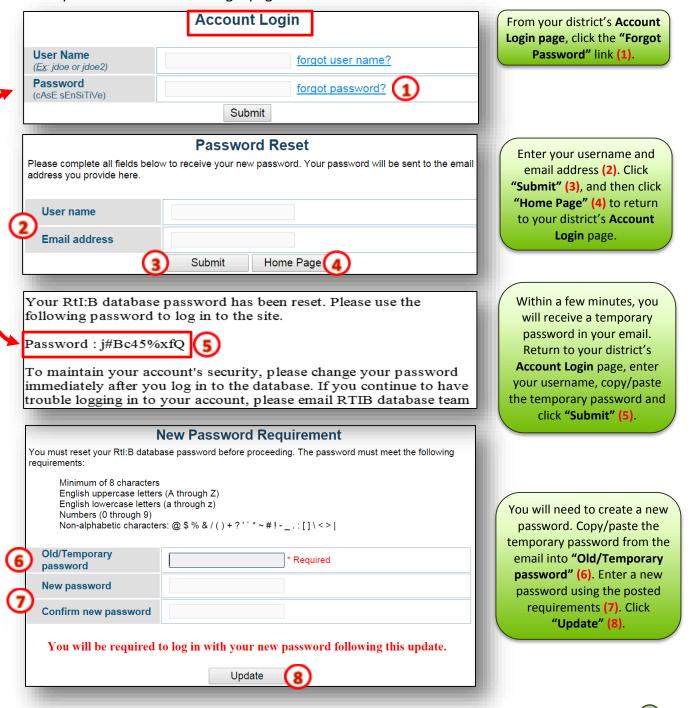# Forgot Password

If you have lost your password or are having trouble logging in, you can request a new password from your district's Account Login page.

Account Login

User Name *(Ex: jdoe or jdoe2)*	[ ]	forgot user name?
Password (cAsE sEnSiTiVe)	[ ]	forgot password? **①**
	Submit	

> From your district's **Account Login page**, click the **"Forgot Password"** link **(1)**.

Password Reset

Please complete all fields below to receive your new password. Your password will be sent to the email address you provide here.

②

User name	[ ]
Email address	[ ]
	③ Submit Home Page **④**

> Enter your username and email address **(2)**. Click **"Submit" (3)**, and then click **"Home Page" (4)** to return to your district's **Account Login** page.

Your RtI:B database password has been reset. Please use the following password to log in to the site.

Password : j#Bc45%xfQ **⑤**

To maintain your account's security, please change your password immediately after you log in to the database. If you continue to have trouble logging in to your account, please email RTIB database team

> Within a few minutes, you will receive a temporary password in your email. Return to your district's **Account Login** page, enter your username, copy/paste the temporary password and click **"Submit" (5)**.

New Password Requirement

You must reset your RtI:B database password before proceeding. The password must meet the following requirements:

Minimum of 8 characters
English uppercase letters (A through Z)
English lowercase letters (a through z)
Numbers (0 through 9)
Non-alphabetic characters: @ $ % & / ( ) + ? ' ` * ~ # ! - _ . : [ ] \ < > |

⑥	Old/Temporary password	[ ] * Required
	New password	[ ]
⑦	Confirm new password	[ ]

You will be required to log in with your new password following this update.

Update **⑧**

> You will need to create a new password. Copy/paste the temporary password from the email into **"Old/Temporary password" (6)**. Enter a new password using the posted requirements **(7)**. Click **"Update" (8)**.

Difficulty Logging In

If you continue to have trouble logging in, or can't find your username, please contact the RtIB Database Support team at rtidb@usf.edu

For additional resources, check our website (www.flritb.org), or email the RtIB Database Team at rtidb@usf.edu to arrange training.