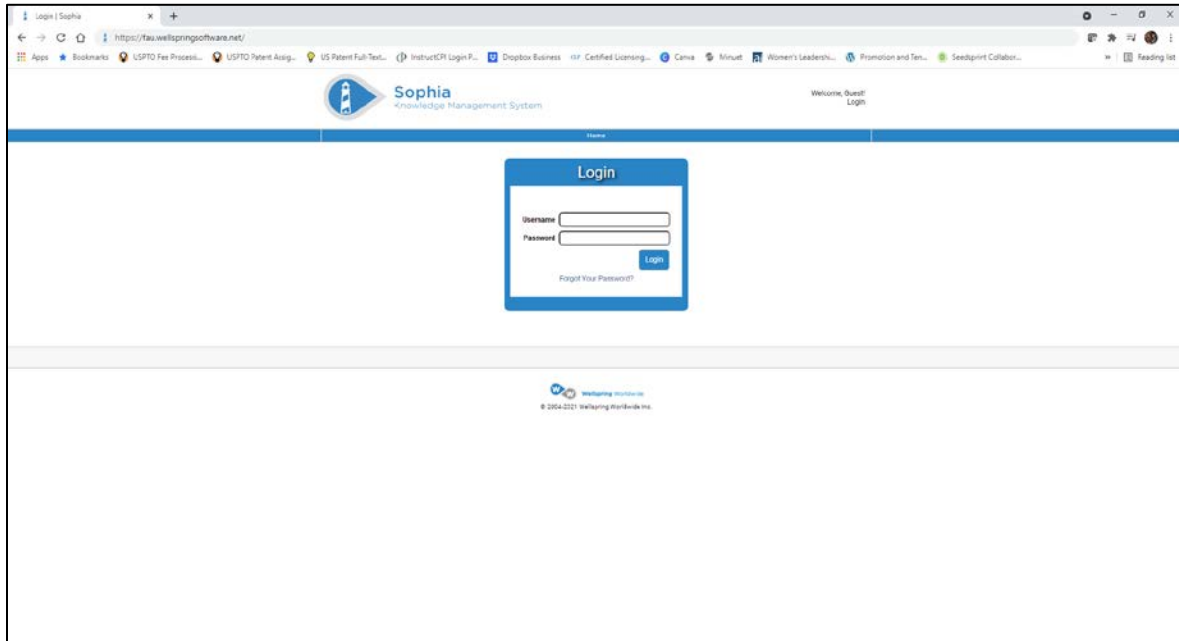
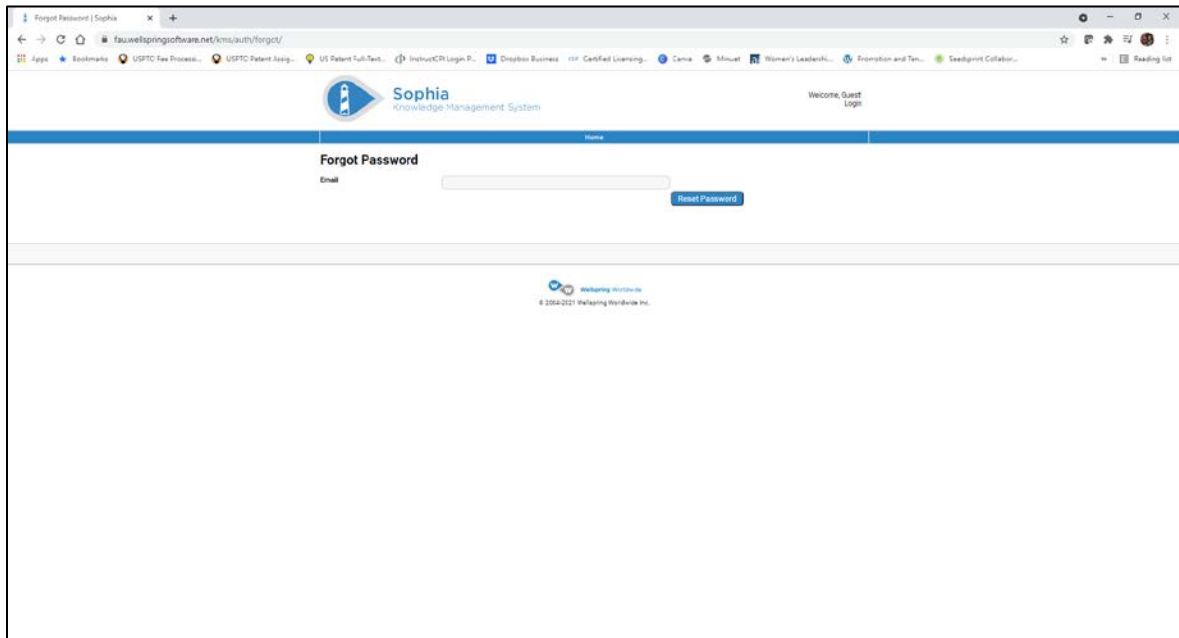


Innovator Portal Account Instructions

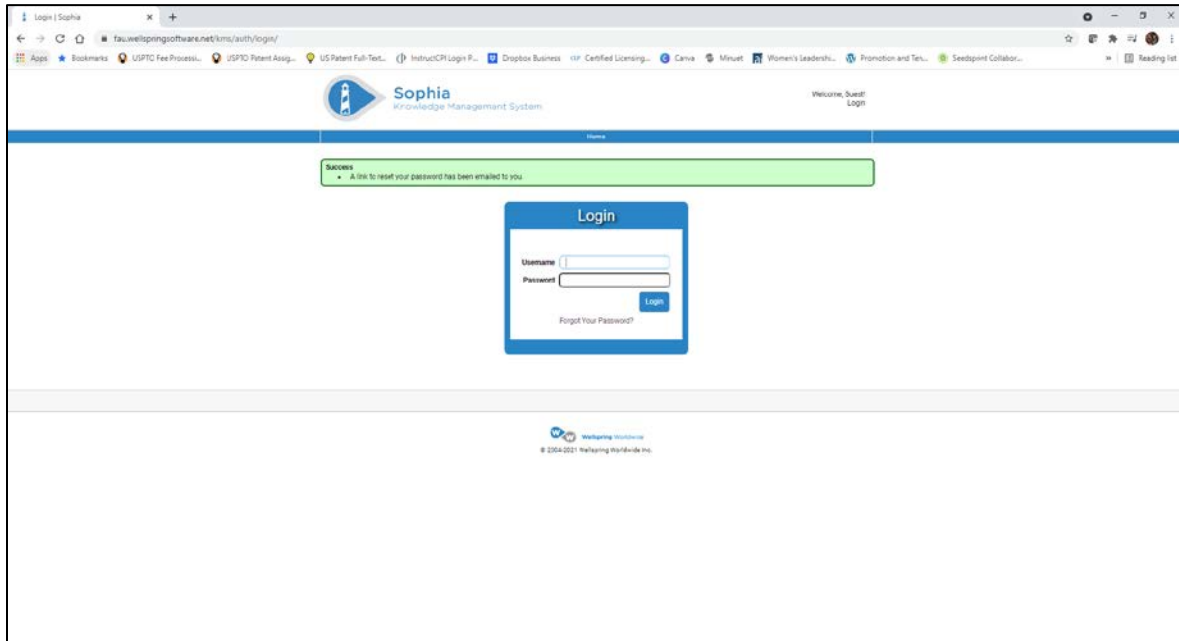
1. Open a web browser and navigate to <https://fau.wellspringsoftware.net>.
2. Click on the “Forgot Your Password?” link.



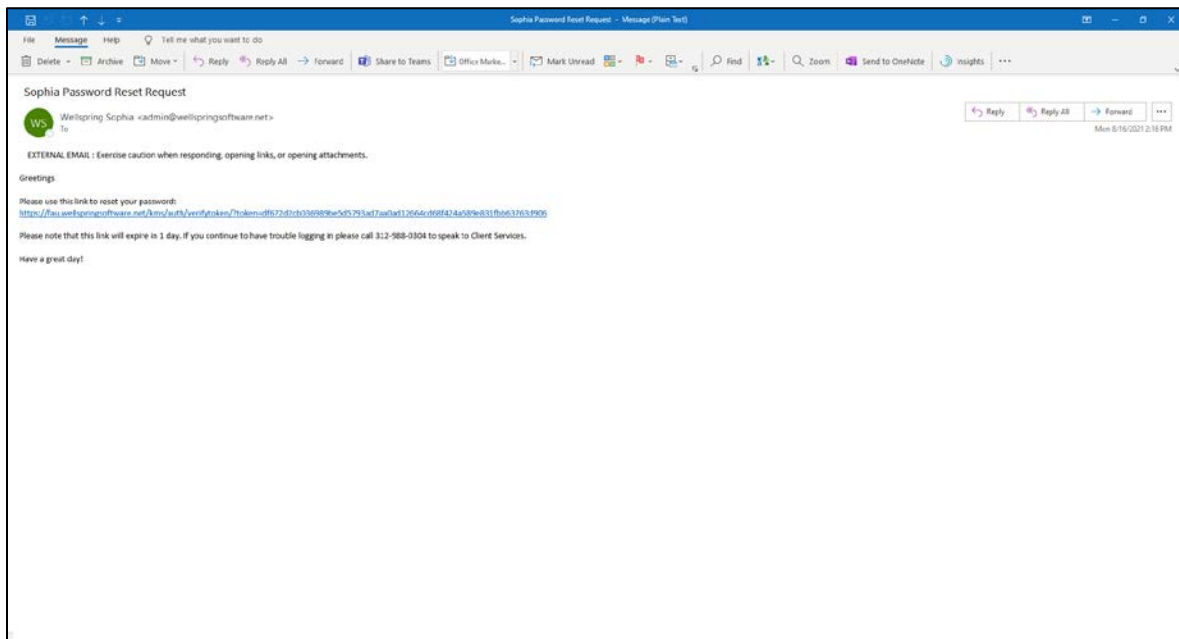
3. Enter your FAU email address.
4. Click on the “Reset Password” button.



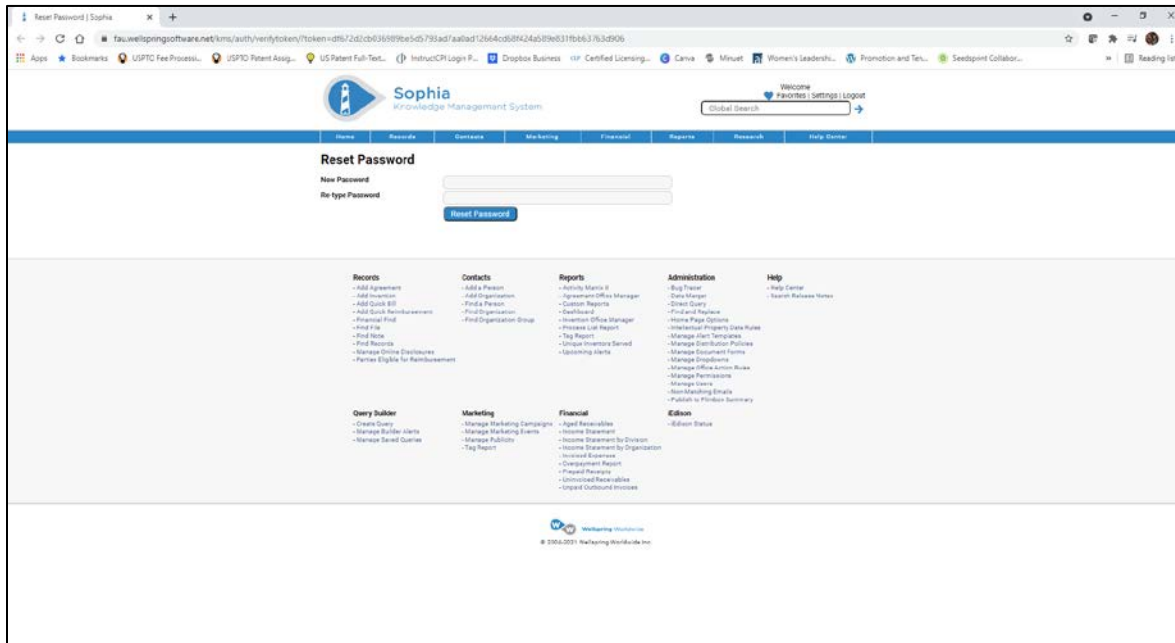
5. A link to reset your password will be emailed to you.



6. Open the email from admin@wellspringsoftware.net with the subject “Sophia Password Reset Request”.
7. Click on the link to reset your password.



8. Enter a new password.
9. Re-type the password.
10. Click on the “Reset Password” button.



11. Enter your FAU email address as your Username.
12. Enter your new password.
13. Click on the “Login” button.

