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.