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### WebCCAT - Forgotten Password Retrieval

1. Access WebCCAT through any web browser at this link: <http://www.webccat.com>
2. In the dialog box shown below left-click on **Forgot your password?** link as indicated by orange square in above image

A login dialog box with a blue background. It contains two input fields: 'Username' and 'Password'. Below the 'Password' field is a link 'Forgot your password?' highlighted with an orange square. To the right of this link is a red 'Login' button. Below the 'Forgot your password?' link is a red 'Create New Account' button.

3. You will be prompted by a dialog box to submit your email address

A screenshot of a web browser window titled 'Password Reminder - Windows Internet Explorer provided by Kingsville ISD'. The address bar shows 'http://www.webccat.com/webccat/do/requestPassword'. The main content area has the heading 'Forgot your password?' and the text: 'Please enter your email address in the space below. Once you click Send My Password you will receive an email containing your current password.' Below this text is an empty text input field highlighted with a green square. At the bottom are two buttons: 'Close' and 'Send My Password'.

4. Type your KISD email username in the area indicated by the green square in above image
5. Left-click the mouse on the **Send My Password** button
6. You will be then prompted with this dialog box

A screenshot of the same web browser window. The main content area now displays: 'Your password will be sent to you shortly at tetzler@kingsvilleisd.com. Click the Close button to return to the Log In screen.' At the bottom is a single 'Close' button.

7. Left-click the mouse on the **Close** button
8. You will receive the password via your KISD email account