



## Tip of the Month

### Changing and/or Recovering your password

As a Lanyon Total Access™ (LTA™) user you can easily change your password directly from the website. There is no need to email GDSSupport@Lanyon.com for assistance.

Follow these simple steps to change your user password:

1. Select "Users Options" tab from LTA™
2. On the bottom right hand side select "Change Password"
3. Enter your current "Password"
4. Select a "New Password"
5. Re-enter the new password under "Confirm New Password"
6. Select "Change Password" to save the changes

Follow these simple steps to recover your user password:

1. Prior to signing into LTA™
2. Just underneath the Log In tab select "Recover Password"
3. Enter your User Name
4. Select the "Submit" button
5. Your password will be emailed to what is on file within the LTA™ database

*It's that quick and easy!*

For additional information regarding other features of LTA™ please review the Help Pages located within the main system toolbar after signing in at <http://LTA.Lanyon.com>

Note: Passwords are case sensitive.