How do I add a 'password reset' page to a portal?

Last Modified on 12/16/2024 3:11 am EST

The best way to do this is to create an interactive site with only the Sign-In Page attached (see example below):

Sign-In Only	BUALDER DETALS	SUBMIT ACTIONS
Data Processing Consent	Sign in Page	0 8
Attendee App & OnAIR Visibility	End Page 1	
Contact	DRAG ITEMS HERE	
Sign In Page	↓ Submit Button Test: Submit	~
Notes V	End Page 2	
Marketing ~	Thank You	٥
Brotherhood Members	End Page 3	

To have the page only display the password reset option, you can adjust the code - see below.

This is completely optional and you only need it if you want to make it look more like a traditional 'password reset' function. It'll still work just as well without the below.

IMPORTANT INFORMATION REGARDING CODE

We want to help our customers, but as this is our general help & support information, the code below is for general use only and not tailored to your particular circumstances. Our Support team cannot supply web development services.

Under the Details tab and SEO sub-heading, paste the following code into the Additional Head Code section.

<style> #page_0 .nav, #page_0 .navbar, #page_0 .has-feedback{ display:none; } </style>

gn-In Only			
DETAILS STY	LE CONFIRMATION SE	MESSAGES LOCALIZATION	
META DESCRIPTION			
META KEYWORDS			
PAGE TITLE			
ANALYTICS CODE FOR PAGE VIEW			
ANALYTICS CODE FOR THANK YOU PAGE			
ANALYTICS CODE FOR SUBMIT REGISTRATION			
ADDITIONAL <head> CODE</head>	<style></td><td></td><td></td></tr><tr><td></td><td><pre>#page_0 .nav, #page_0 .na display:none; }</pre></td><td>avbar, #page_0 .has-feedback(</td><td></td></tr><tr><td></td><td></style>		

Then look in the Details tab and copy the URL for your site.

gn-In Only	BUILDER	DETAILS	SUBMIT ACTIONS	×
DETALS STYLE CONFIRMATION SEO MESSAGES LOCALIZATION				
TITLE* Sign-in Only				
ALIAS* signiniste COPY URL COPY OR CODE				
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BRAND* Test Event Brand V				

In this example, we're using the Presentation Portal to add a 'forgot password' page.

Go the Online panel where you're building the portal.

Under Content, go to the sign-in page and click the open HTML editor:

Presentation Portal		DETALS CONT
Nevigetion Sign in Page Home Page Create Account Page	HEADING Presentation Portal Sign in INSTRUCTIONS OPEN HTML EDITOR	
Update Details Page Abstract Submission Page Reviewens Comments Section		
Title And Type Section Theme And Keywords Section Authors And Attiliations Section		
Abstract Section Supporting Documents Section Additional Documents		
Additional Internation Section AV Requirements Section Review Section Adminut Payment Section		
Submit Page Edit Abstract Page Additional Pages		
Registration Page		

Make sure you're on a new line in the text editor and then under Insert, select Link from the drop-down menu:

HTML E	Editor
Edit View	Insert Format Tools Table
6 $ ightarrow$	
Thank you fo	Link Ctrl+K ng. The contribution of presenters is critical and we value your input
create a new	Media ve any questions regarding your submission, please refer to our webs
	I Table >
	Ω Special character
	Anchor
	🕑 Date/time >

Paste the link to your new (password reset) interactive site in the URL field.

The *text to display* field lets you display the link as hyperlinked text. (For example, "Create a new password here" might be the text on screen, and when your users click on it, they go to the URL for your password reset site.)

You can then change the other settings as required and click save.

nsert/Edit Link	×
JRL	
https://centium.eventsair.com/eventsair-test/signins	ite
Fext to display	
Reset your password HERE	
litle	
Password Reset	
Open link in	
Current window	~

You should now see your new password reset site link in the editor and can now update and close your portal.