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):

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.

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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.

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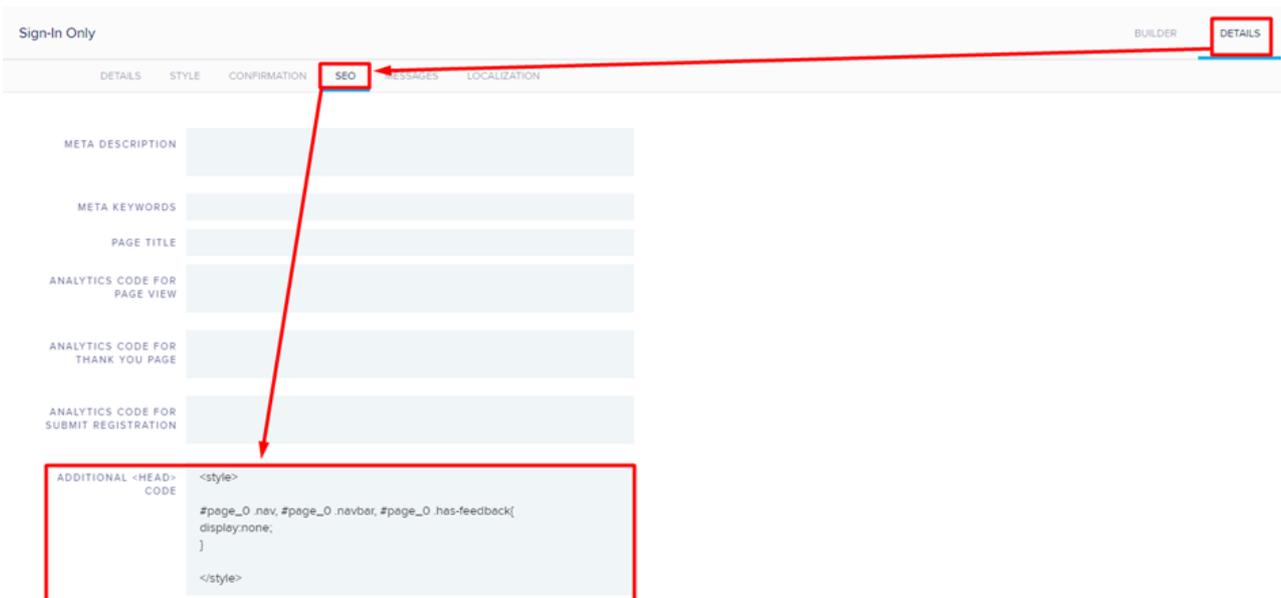
Then look in the Details tab and copy the URL for your site.

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:
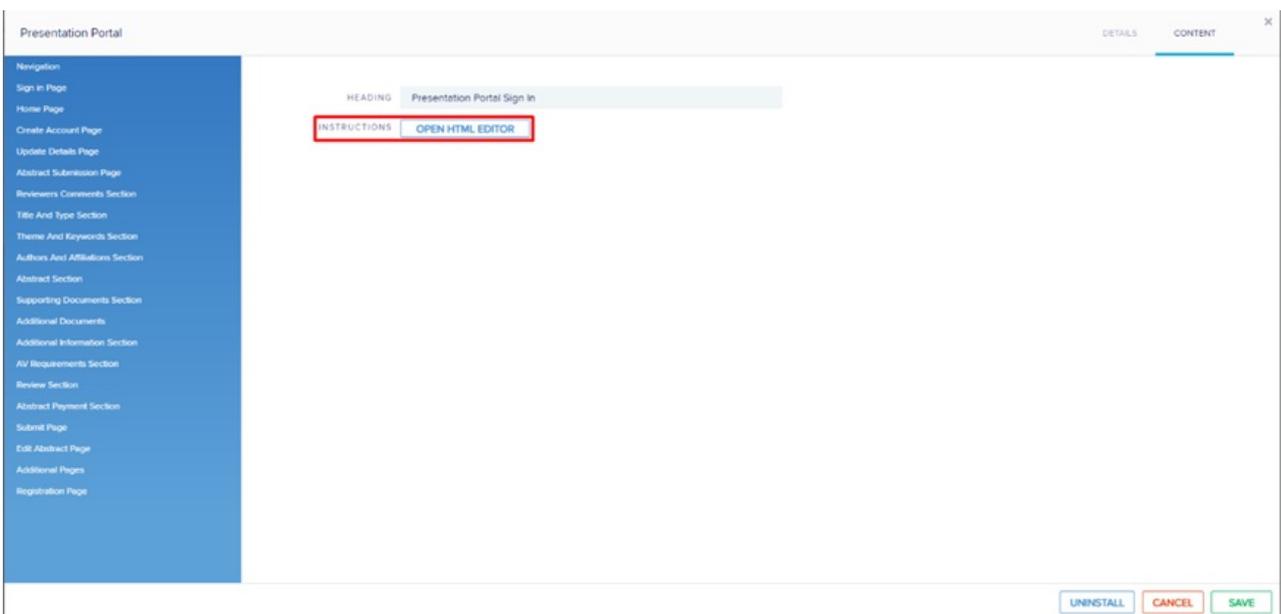
Make sure you're on a new line in the text editor and then under Insert, select Link from the drop-down menu:
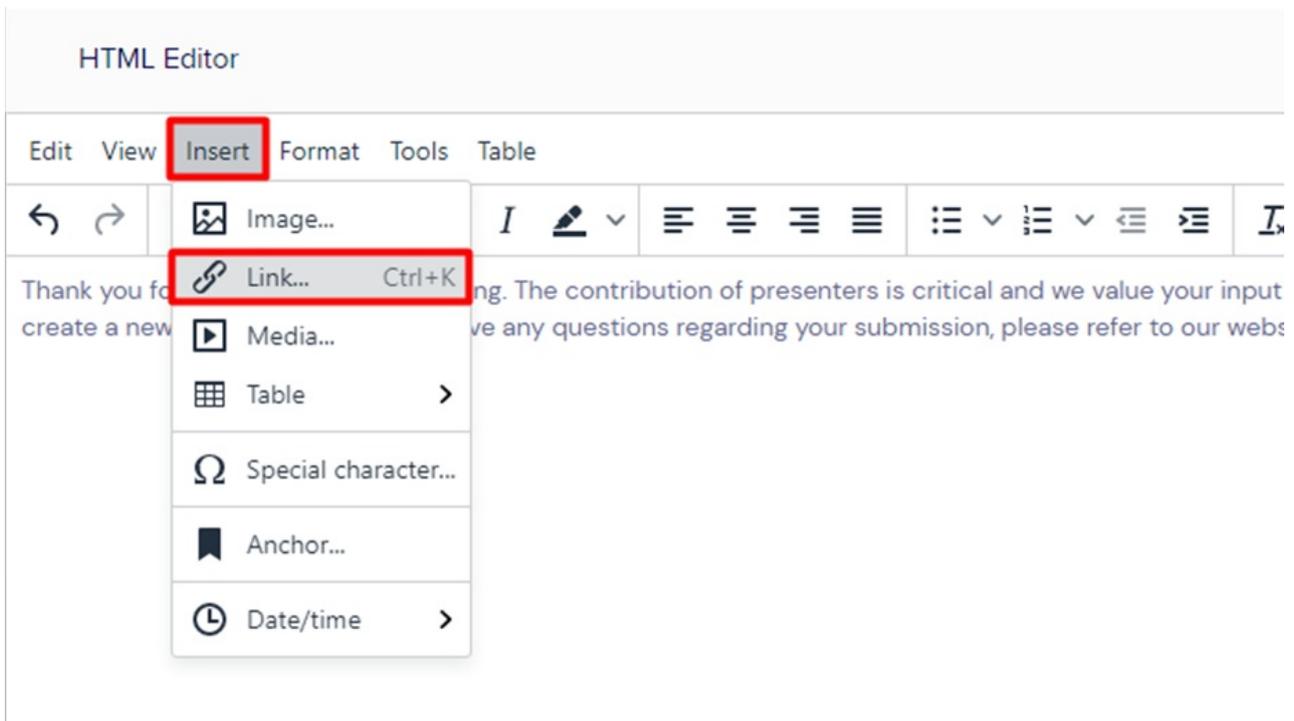
Paste the link to your new (password reset) interactive site in the URL field.

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.

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