

# How Do I Reset My InSite Password?

1. On a computer, head to <https://www.4cd.edu/insite/>. If you are using the InSite app, proceed to the login screen.

2. Type in your username, and click “Forgot Password”.

Username  
Enter your username

Password  
Enter your password  
 Show password

**Forgot Password?** Login

Lookup Username Set Password

3. Check “Reset Forgotten Password” and hit “Continue”.

END-USER SELF SERVICE

Please choose an action and click the button below to continue.

Username

Recovery Actions Available

- Unlock Account
- Reset Forgotten Password

Continue

Cancel

4. Once in the “One-Time Passcode” page, you will be sent a text message to your phone. The last 4 digits of your phone number are displayed, so check to see it is correct. Make sure you have cell service, and check for a text message with a 4 digit code. This is a single-use code to reset your password. Enter the code and press “Continue” and you will be prompted to enter a new password.

END-USER SELF SERVICE

A One Time Passcode (OTP) has been sent to your phone:  
XXXX-XXXX

It could take 10 to 15 seconds to be delivered.  
Upon receipt, please enter the OTP below and click the button to continue.

Username

Requested Action: Reset Forgotten Password

2nd Factor / One Time Passcode

[Problems with this authentication option?](#)

Continue

Cancel

**\*If issues occur call the District IT Helpdesk—925-229-6888 to reset your password.**