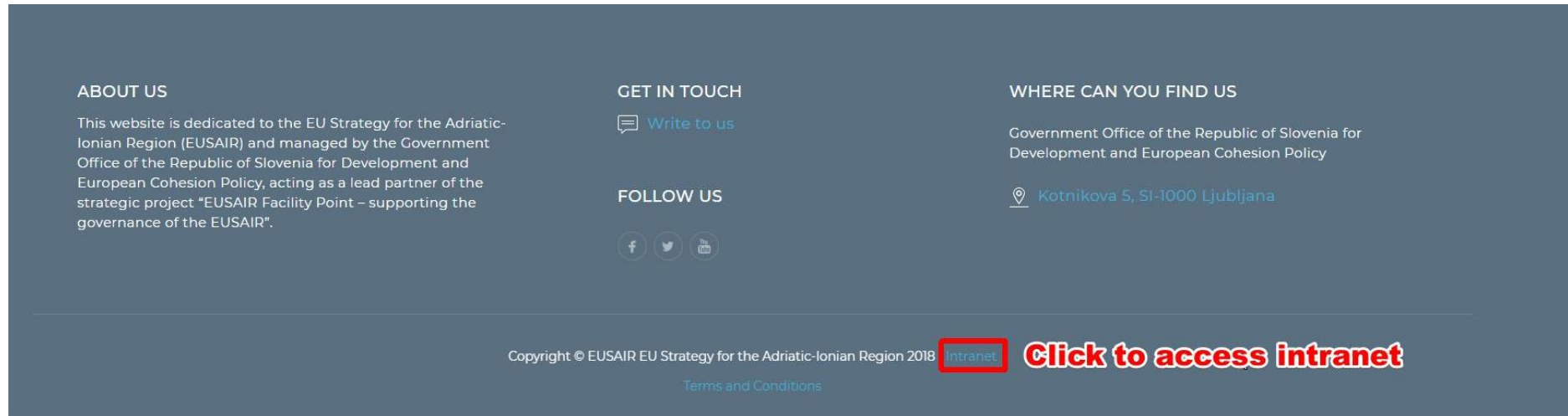


Intranet Manual – Reset password

1. Open <http://www.adriatic-ionian.eu/> website and navigate to the bottom of the page. Click on **Intranet**.



The screenshot shows the footer of the website with three columns of information. The first column is titled 'ABOUT US' and contains text about the EU Strategy for the Adriatic-Ionian Region (EUSAIR). The second column is titled 'GET IN TOUCH' and includes a 'Write to us' link and social media icons for Facebook, Twitter, and YouTube. The third column is titled 'WHERE CAN YOU FIND US' and provides the address: 'Kotnikova 5, SI-1000 Ljubljana'. At the bottom center, there is a copyright notice: 'Copyright © EUSAIR EU Strategy for the Adriatic-Ionian Region 2018'. To the right of the copyright notice, the word 'Intranet' is enclosed in a red rectangular box. To the right of the 'Intranet' box, the text 'Click to access intranet' is written in a bold, red, sans-serif font. Below the copyright notice, there is a link for 'Terms and Conditions'.

ABOUT US
This website is dedicated to the EU Strategy for the Adriatic-Ionian Region (EUSAIR) and managed by the Government Office of the Republic of Slovenia for Development and European Cohesion Policy, acting as a lead partner of the strategic project "EUSAIR Facility Point – supporting the governance of the EUSAIR".

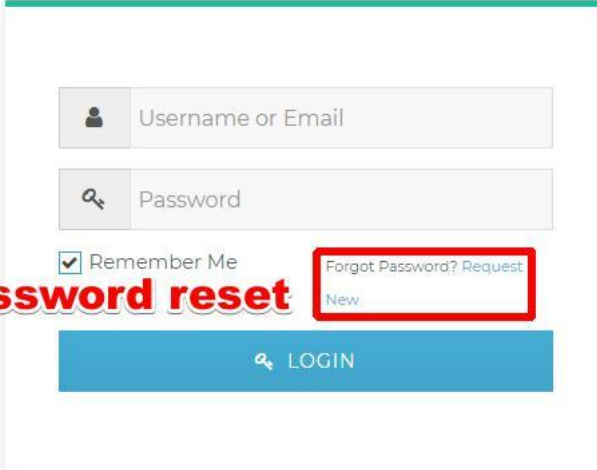
GET IN TOUCH
[Write to us](#)

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WHERE CAN YOU FIND US
Government Office of the Republic of Slovenia for Development and European Cohesion Policy
[Kotnikova 5, SI-1000 Ljubljana](#)

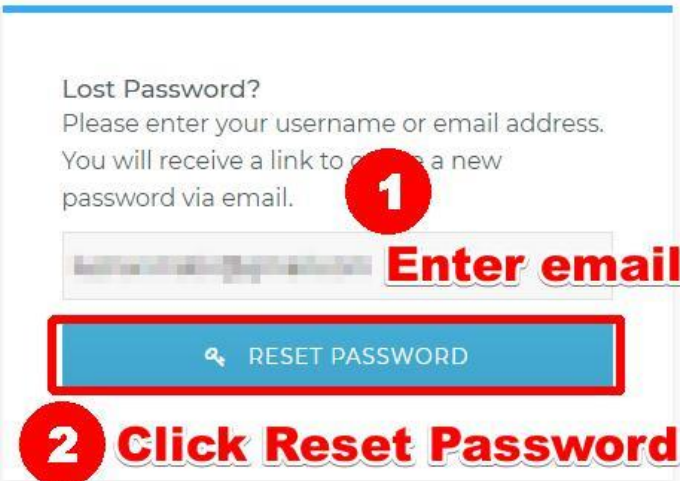
Copyright © EUSAIR EU Strategy for the Adriatic-Ionian Region 2018 **Intranet** **Click to access intranet**
[Terms and Conditions](#)

2. To reset password click on **Request new.**



A screenshot of a login form. It features two input fields: 'Username or Email' and 'Password'. Below these fields is a checked checkbox labeled 'Remember Me'. To the right of the checkbox is a link that says 'Forgot Password? Request New', which is highlighted with a red rectangular border. Below the link is a blue button with a magnifying glass icon and the text 'LOGIN'. The text 'Password reset' is overlaid in large, bold, red font on the left side of the form.

3. **Enter Email** and click **Reset password. Check your email and follow the instructions.** After reset you will be redirected to homepage. To access intranet scroll to the bottom of the page and click Intranet (See 1. step). Fill in username (your email) and password you just reset. After successful login you can use Intranet.



A screenshot of a 'Lost Password?' page. The text reads: 'Lost Password? Please enter your username or email address. You will receive a link to create a new password via email.' A red circle with the number '1' is placed over the text 'a new password'. Below this text is a blurred input field. To the right of the input field, the text 'Enter email' is overlaid in large, bold, red font. Below the input field is a blue button with a magnifying glass icon and the text 'RESET PASSWORD', which is highlighted with a red rectangular border. At the bottom left, a red circle with the number '2' is placed over the text 'Click Reset Password', which is overlaid in large, bold, red font.