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How Do I Reset My Admin Password?

General Information

In order to log in to the Admin Dashboard and manage any of your info, you must have an Admin account. Before proceeding, please check with your Organization or Site Administrator to make sure that an admin account has been created for you.

Resetting Your Password

Follow these steps if you need to reset your admin password:

1. Go to <https://mychimyfuture.org/admin> and click the "Help, I have forgotten my password." link.



My Chi. My Future.'s Org Dashboard

Help Turn My Chi. My Future. Into A Citywide Campus

Email

Password

Login

Help, I have forgotten my password.

Note: Your email address associated with your social account must match your administrator account.

G Sign in with Google

2. You will be taken to a page that asks you to enter the email address associated with your admin account. Enter this email address and click the blue "Send me an email to reset my password" button.

It seems you have forgotten your password. Don't worry, it happens to the best of us!

Please enter your email address below and we will email you with a link to reset your password.

Email

Send me an email to reset my password

3. You will receive an email shortly with a link to reset your password. Be sure to check your spam filter if you do not see the email.

Reset Password email sent successfully

If you do not receive the email in your inbox please check your spam. If you still do not find the email or are experiencing technical issues please contact our helpdesk [here](#).

[Take me back to the login page](#)

4. Click the orange "Reset Password" button in the email.

 **MCMF** noreply@mychimyfuture.org via sendgrid.net
to me ▾

9:58 AM (0 minutes ago)   

 Reset your password

Hi Mighel Jackson,

You can reset your password by clicking on the button below. The link will expire in 24 hours

If you have any questions about this email please contact MCMF Support at chicago-admin@cityoflearning.zendesk.com

Best,

My Chi My Future

Reset Password

[Stop sending me emails \(Unsubscribe\)](#)

5. You will be taken to a page that asks you to enter a new password. Enter a password and then enter it again to confirm. Then click the blue "Set my password" button.

Reset your password

Please set your password below to continue.

Password

...

Password Confirmation

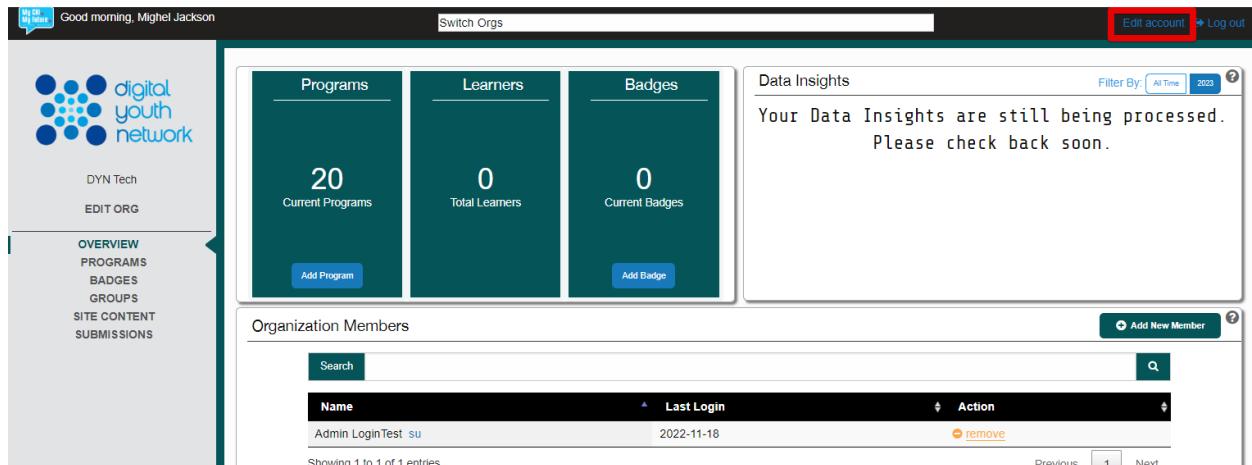
...

Set my password

6. You will now be logged in to the site using your new password.

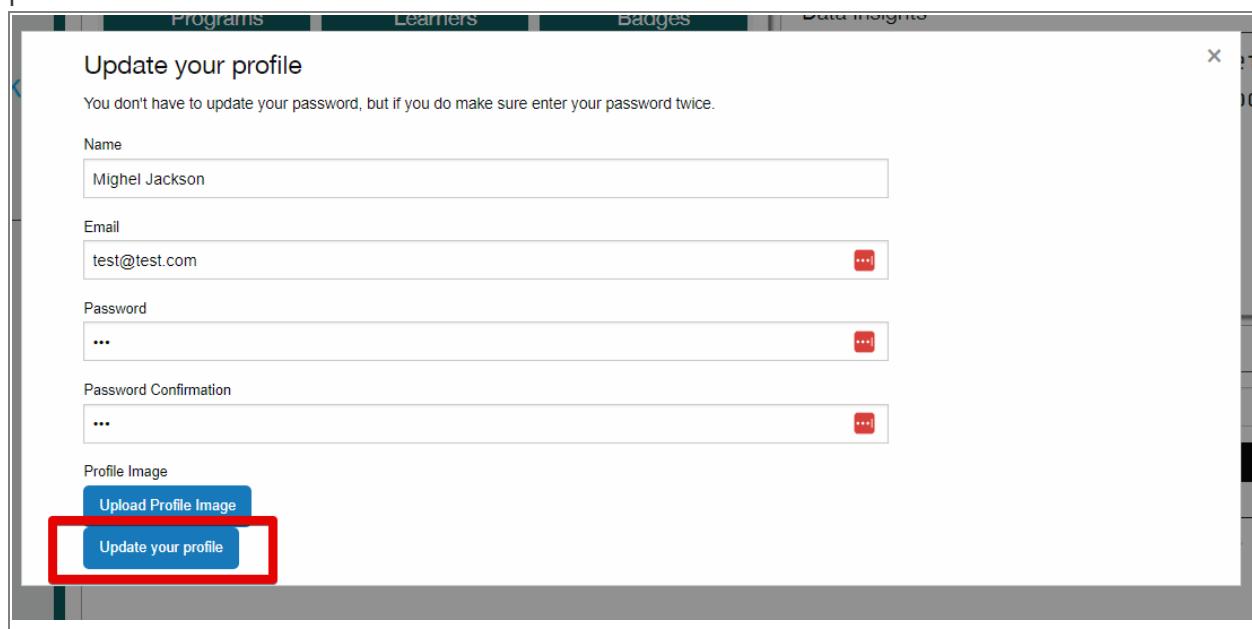
Logged in Admins

1. Click the "Edit Account" link in the top right corner of the Org Admin page.



The screenshot shows the Digital Youth Network Org Admin interface. At the top right, there is a red box around the "Edit account" link. The page includes a header with a message "Good morning, Miguel Jackson", a "Switch Orgs" dropdown, and a "Log out" link. On the left, there's a sidebar with "DYN Tech" and "EDIT ORG" buttons, and a menu with "OVERVIEW", "PROGRAMS", "BADGES", "GROUPS", "SITE CONTENT", and "SUBMISSIONS". The main content area has sections for "Programs" (20 Current Programs, "Add Program" button), "Learners" (0 Total Learners), "Badges" (0 Current Badges, "Add Badge" button), and "Data Insights" (a message: "Your Data Insights are still being processed. Please check back soon." with "Filter By" buttons for "All Time" and "2023"). Below these are sections for "Organization Members" (a table with one entry: "Admin LoginTest" last logged in on "2022-11-18", with a "remove" button) and "Data Insights" (a table showing 1 entry, with "Previous" and "Next" buttons).

2. On the Update Your Profile page, enter a new password, and click the blue "Update your profile" button.



The screenshot shows the "Update your profile" page. It has fields for "Name" (Miguel Jackson), "Email" (test@test.com), "Password" (three dots), "Password Confirmation" (three dots), and a "Profile Image" section with a "Upload Profile Image" button. At the bottom is a blue "Update your profile" button, which is highlighted with a red box.