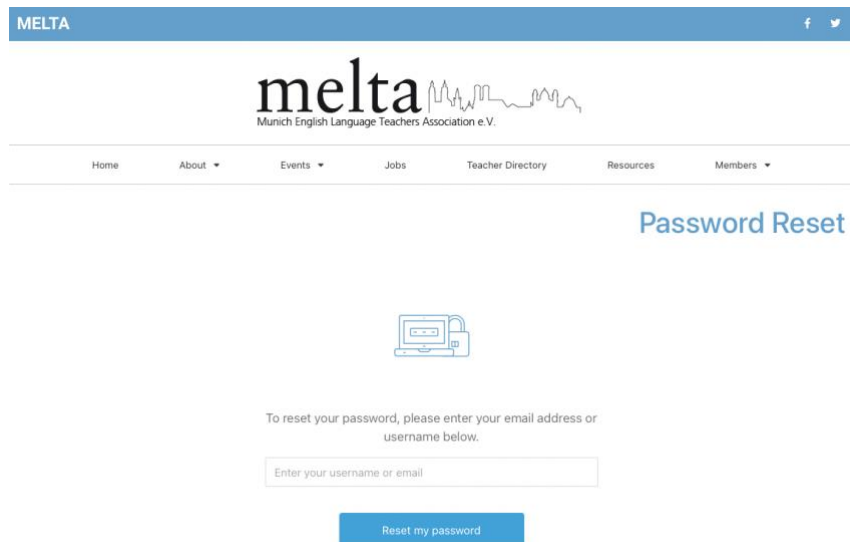


# Resetting Your Password

You may have forgotten your password, or it may simply not be working. Here's how to change your password on the system:

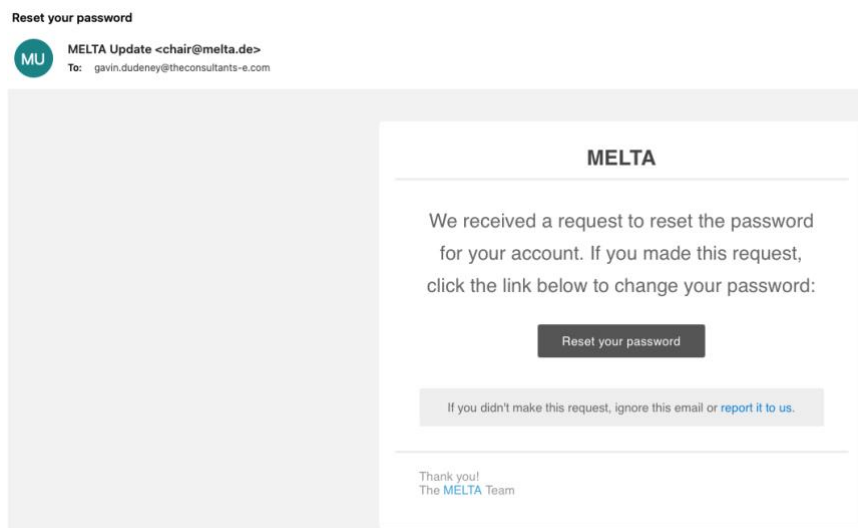
1. Visit <https://melta.de/password-reset/> - you will see the following form:



The screenshot shows the MELTA website's password reset page. At the top, there is a blue header with the MELTA logo and social media icons. Below the header is a navigation menu with links for Home, About, Events, Jobs, Teacher Directory, Resources, and Members. The main heading is "Password Reset". Below this is an icon of a laptop with a padlock. The text reads: "To reset your password, please enter your email address or username below." There is a text input field with the placeholder "Enter your username or email". Below the input field is a blue button labeled "Reset my password".

2. Type the email address with which you are registered for MELTA into the box and click on the blue 'Reset my password' button.

This will send an email to your registered email address. The email will look like this:



The screenshot shows an email titled "Reset your password". The sender is "MELTA Update <chair@melta.de>" with a contact email of "gavin.dudenev@theconsultants-e.com". The email content is as follows:

**MELTA**

We received a request to reset the password for your account. If you made this request, click the link below to change your password:

[Reset your password](#)

If you didn't make this request, ignore this email or [report it to us](#).

Thank you!  
The MELTA Team

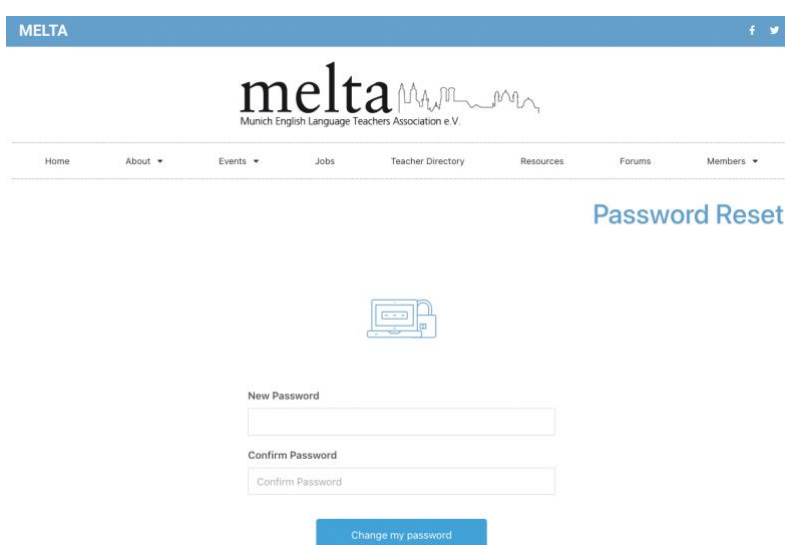
**NOTE: You should receive this email instantly. If you do not receive it within two minutes, there are two possible reasons:**

- The email address you have used is not in the MELTA system
- The email has gone to your Junk email folder

If you cannot find the email in your Inbox or Junk folder, please contact us.

**3. When you receive the email, click on the ‘Reset your password’ link in the mail to reset your password.**

This will take you to the following page on the website:



The screenshot shows the MELTA website's password reset page. At the top, there is a blue header with the MELTA logo and the text "Munich English Language Teachers Association e.V.". Below the header is a navigation menu with links for Home, About, Events, Jobs, Teacher Directory, Resources, Forums, and Members. The main content area is titled "Password Reset" and features a form with two input fields: "New Password" and "Confirm Password". A blue button labeled "Change my password" is positioned below the form.

Here you can set your new password. Once you have set your new password you will be able to log in. Please write your new password down in a secure location or – better – memorise it.

#### **NOTES ON SETTING A NEW PASSWORD**

Please use a unique password for this site – not one you have used elsewhere. Ensure that your new password meets the following requirements:

- *Is at least eight characters long – preferably more*
- *Contains at least one upper case letter*
- *Contains at least one lower case letter*
- *Contains at least one number*
- *Contains at least one special character (e.g., punctuation)*

The strongest forms of password will have a minimum of three words plus some numbers and special characters, e.g.:

President-Biscuit-Crankshaft1975!

It takes a hacker under eight hours to guess an eight-character password (even with a mix of letters, numbers, special characters). This is why 'passwOrd1' is such a bad password!

The example password given above is basically unguessable and unhackable.

Number of Characters	Numbers Only	Lowercase Letters	Upper and Lowercase Letters	Numbers, Upper and Lowercase Letters	Numbers, Upper and Lowercase Letters, Symbols
4	Instantly	Instantly	Instantly	Instantly	Instantly
5	Instantly	Instantly	Instantly	Instantly	Instantly
6	Instantly	Instantly	Instantly	1 sec	5 secs
7	Instantly	Instantly	25 secs	1 min	6 mins
8	Instantly	5 secs	22 mins	1 hour	8 hours
9	Instantly	2 mins	19 hours	3 days	3 weeks
10	Instantly	58 mins	1 month	7 months	5 years
11	2 secs	1 day	5 years	41 years	400 years
12	25 secs	3 weeks	300 years	2k years	34k years
13	4 mins	1 year	16k years	100k years	2m years
14	41 mins	51 years	800k years	9m years	200m years
15	6 hours	1k years	43m years	600m years	15 bn years
16	2 days	34k years	2bn years	37bn years	1In years
17	4 weeks	800k years	100bn years	2In years	93In years
18	9 months	23m years	6In years	100 In years	7qd years



**TIME IT TAKES  
A HACKER TO  
BRUTE FORCE  
YOUR  
PASSWORD**



-Data sourced from [HowSecureisMyPassword.net](https://HowSecureisMyPassword.net)