How to Log into your BenchPrep Account and Reset Your Password

When you are ready to log in, it's important to know that your BenchPrep account login page is specific to your tenant. This means that you will use a unique URL to access your admin portal to create and manage your courses, users, and learner experience. By default, you will be logging into our Console Platform which will be your landing page.
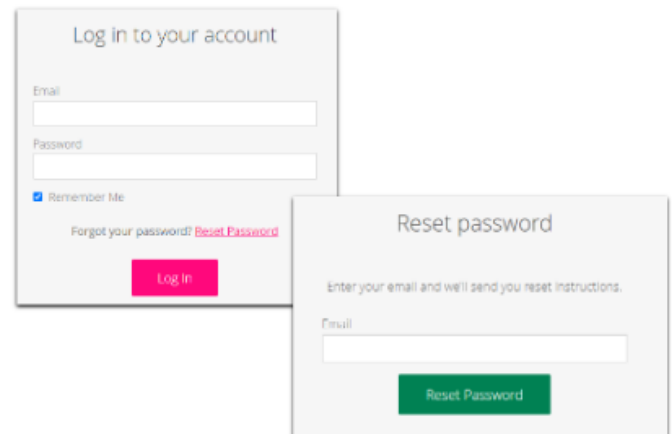
To Access Your Account:

- Refer to your welcome email for account access. We recommend you bookmark your account login page for quick access.

- Admins will need to create additional internal user accounts.

- If you are not the person in-charge of your account, kindly contact your Admin for assistance.

- To reset your password, click the forgot password link and enter your email address. You will be sent an email with instructions on how to reset your password. Make sure to check your junk or spam folders if you do not receive the email.

If you would like to reset your password after you have successfully logged into your account, you can do that through User Portal.

1. Click the **Menu** on the upper right hand side of your screen
2. Click **User Portal**
3. Click **User Profile** on the left
4. Scroll down to the **Password** section and enter your current password and the new password you wish to use.
5. Click **Save**.