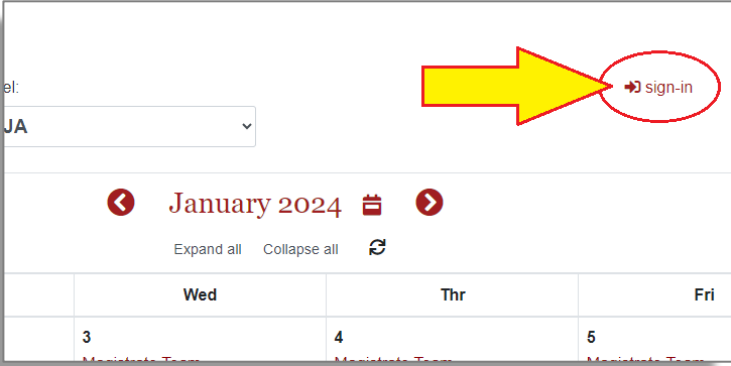
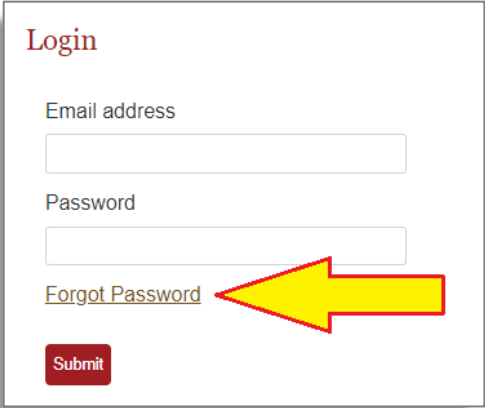
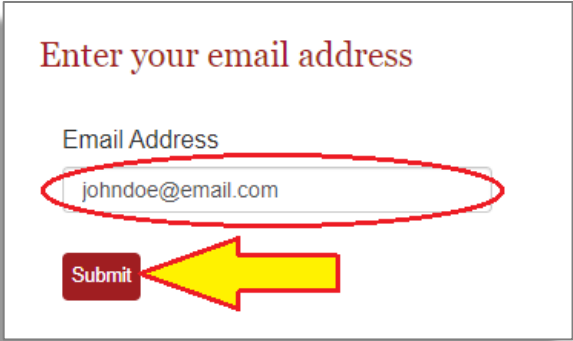
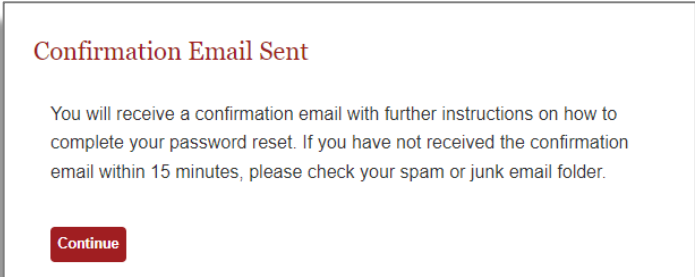
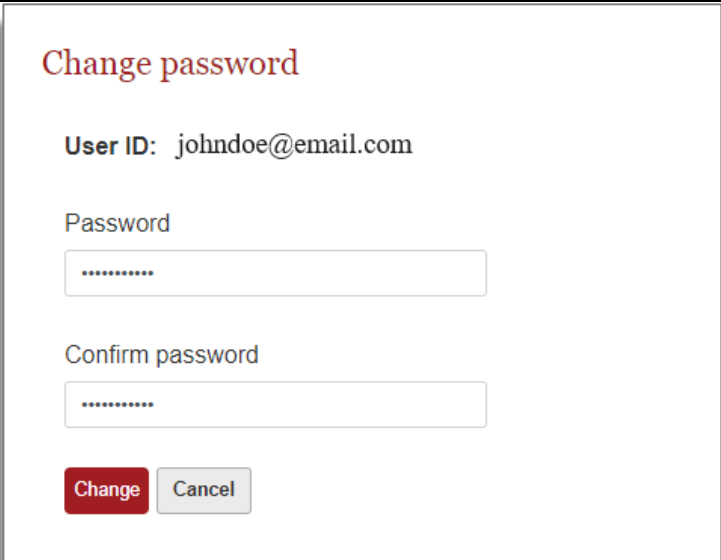


## First Time Use or Forgot Password

1	<p>Navigate to <a href="https://apps.cacd.uscourts.gov/cjadutypublic">https://apps.cacd.uscourts.gov/cjadutypublic</a> and click on the "Sign-in" button</p>	 <p>The screenshot shows the top navigation bar with a 'sign-in' button circled in red. A yellow arrow points from the right towards the button. Below the navigation bar is a calendar for January 2024, showing dates 3, 4, and 5.</p>
2	<p>Click "Forgot Password"</p>	 <p>The screenshot shows a 'Login' form with fields for 'Email address' and 'Password'. A 'Forgot Password' link is located below the password field, with a yellow arrow pointing to it. A 'Submit' button is at the bottom.</p>
3	<p>Click in the "Email Address" field and enter your email address and then click on the "Submit" button</p>	 <p>The screenshot shows a form titled 'Enter your email address' with an 'Email Address' field containing 'johndoe@email.com'. The field is circled in red. A yellow arrow points to the 'Submit' button below the field.</p>
4	<p>Click "Continue" when you see the "Confirmation Email Sent" screen.</p> <p>You will receive an email from "CJA Scheduler &lt;no-reply@cacd.uscourts.gov&gt;". The body of the message will have a link to use to create a password for your account.</p>	 <p>The screenshot shows a 'Confirmation Email Sent' screen with the text: 'You will receive a confirmation email with further instructions on how to complete your password reset. If you have not received the confirmation email within 15 minutes, please check your spam or junk email folder.' A yellow arrow points to the 'Continue' button at the bottom.</p> <p>(Ex. "Please click this link to reset your password. This link will expire on 01/12/2024 10:31:28 AM.")</p>

<p>5</p>	<p>Click on the link in the email and then click the "Password" field in the browser window that opens.</p> <p>Enter a new password and enter the same password in the "Confirm password" field. The password must contain lower case and upper-case letters, at least one number and special character. The minimum length of your password must be 8 characters.</p> <p>Click the "Change" button to set your new password.</p>	
<p>6</p>	<p>Click "Continue"</p>	