

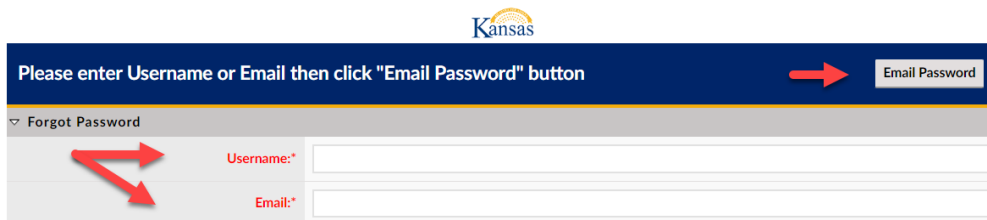
KLPM Change or Forgot Password Instructions

**You must have a valid email address in the system to use Forgot Password.*

1. Click the Forgot Password? link on the signon page.



2. Enter your either Username, email address or both. Click Email Password button. Click OK on the pop up message.



Password reset has been emailed to the address saved in your profile.
Please check your Junk/Spam folder in case the message was delivered there.

OK

3. You will receive an email from KLPM with a Reset Password link in it. If you don't receive it in your Inbox, check your Junk/Spam/Clutter folders. Click the link.

From: Klpm Noreply <klpm-noreply@learnsoft.com>
Sent: Monday, August 7, 2023 10:26 AM
To: [redacted] <[redacted]@ks.gov>
Subject: KS Learning & Performance Mgmt - Password Request

EXTERNAL: This email originated from outside of the organization. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

To change your KS Learning and Performance Mgmt password, please click [Reset Password](#)

If you did not request a password reset for your KLPM account, please contact the KS Service Desk.

For additional assistance with your password please call the KS Service Desk (M-F, 8am-4:30pm) at 785-296-1900 (Topeka) or toll-free 1-866-999-3001 (outside Topeka)

4. The signin page opens and your username and the temp password (shown in dots) will be automatically entered. Please wait for the signin page to progress to the new password page, this may take a few seconds.
 - a. ****If you receive an error message in red that says Invalid username and password, please clear your browser cache and click the Reset Password link in the email again.**
5. Enter your New Password and Confirm the Password. Click the Reset button.



Reset Password DetailsReset Password

Reset Password

New Password:*

Confirm Password:*

lsglm703.learnsoft.com says

Password successfully changed. Please log in with your username and new password.

6. Click OK and then enter your Username and New Password into the login page, click Login.

Kansas
AD ASTRA PER ASPERA

Learning & Performance Management

Enter your username and password to login.

Username:

Password:

[Forgot Password?](#)

Need Help?
Call (M-F, 8am-4:30pm) 785-296-1900 (Topeka) or toll-free 1-866-999-3001 (outside Topeka)