

# New MediaWeb Login Page

## STEP 1



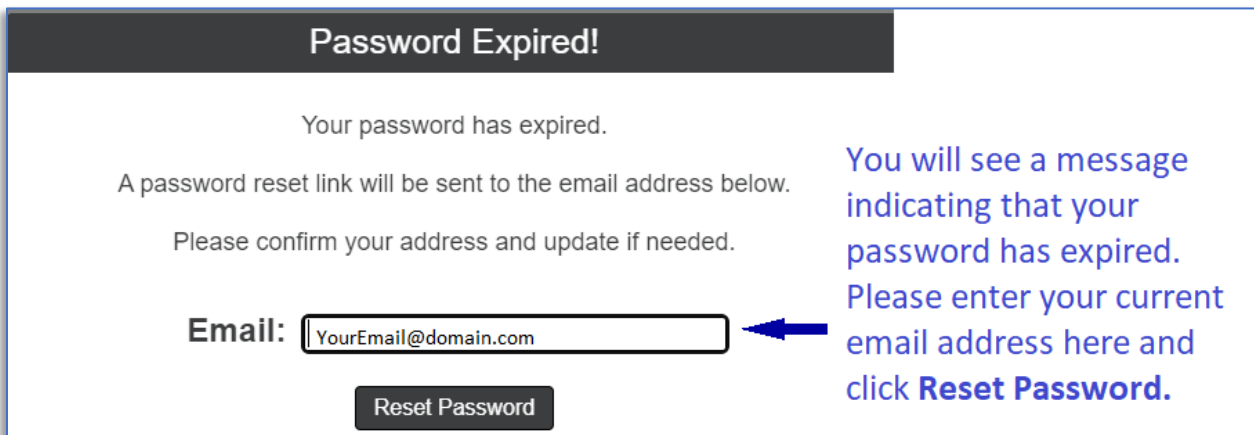
The screenshot shows the MediaWeb login page. At the top left is the "mediaweb" logo, and at the top right is the date "Wednesday, April 5, 2023". The main heading is "media services". Below this is a "Username:" label followed by an empty text input field. A blue arrow points from the text "Enter your Username here and click Next" to the input field. Below the input field is a dark grey button labeled "Next".

## STEP 2



The screenshot shows the MediaWeb login page. At the top left is the "mediaweb" logo, and at the top right is the date "Tuesday, April 4, 2023". The main heading is "media services". Below this is a "YourUserName" label with a user icon, followed by a "Password:" label and a password input field with masked characters. A blue arrow points from the text "Enter your password here and click Log In" to the password field. Below the password field is a dark grey button labeled "Log In" with a left-pointing arrow. Below the "Log In" button is a link labeled "Forgot Password".

**STEP 3 – Please note that if you are a new MediaWeb user, you will skip this step.**



The screenshot shows a "Password Expired!" message. The heading "Password Expired!" is in a dark grey box. Below it, the text reads: "Your password has expired. A password reset link will be sent to the email address below. Please confirm your address and update if needed." Below this text is an "Email:" label followed by an email input field containing "YourEmail@domain.com". A blue arrow points from the text "You will see a message indicating that your password has expired. Please enter your current email address here and click Reset Password." to the input field. Below the input field is a dark grey button labeled "Reset Password".

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## STEP 4

### Email Sent

An email has been sent to the entered email address.  
Please follow the link in the email to complete the process.

OK   ← **Click OK here.**

## STEP 5

Reset MediaWeb Password

N

NoReply@MediaServices.com

To ✔ Your Name

i This message was sent with High importance.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Follow the link below to reset your MediaWeb password

[Click Here to Reset Password](#)   ←

Open your inbox for the email you entered previously, and click on the link inside the email we've sent to you. Click the **Reset Password** link.

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## STEP 6

### Reset Password

Username:

New Password:

Confirm New Password:

- Password must be at least 8 characters long
- Must contain at least 1 lowercase letter
- Must contain at least 1 uppercase letter
- Must contain at least 1 number
- Must contain at least 1 Special Character (#?!@\$%^&\*~)
- Must not contain your Username
- Must not contain your First Name
- Must not contain your Last Name

← Create a new password that conforms to the parameters outlined. Click **Reset Password**.

## STEP 7

### Password Successfully Reset

Your password was successfully reset. You will now be redirected to the show selection page.

← This message appears to let you know that you have successfully reset your password. Click **Take Me There!** to return to MediaWeb.

Please note that you might need to clear your cache.

Please send an email to [mediaweb@mediaservices.com](mailto:mediaweb@mediaservices.com) or call 818-925-2630 for assistance.