Reset ShareFile Password
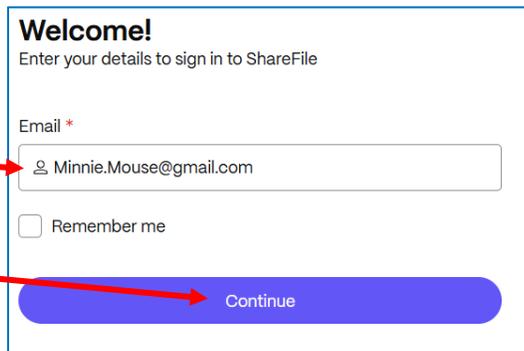
1. Go to https://mcbdds.sharefile.com/Authentication/Login

2. Enter your **email address**

3. Click **Continue**

Welcome!
Enter your details to sign in to ShareFile

Email *

👤 Minnie.Mouse@gmail.com

☐ Remember me

Continue
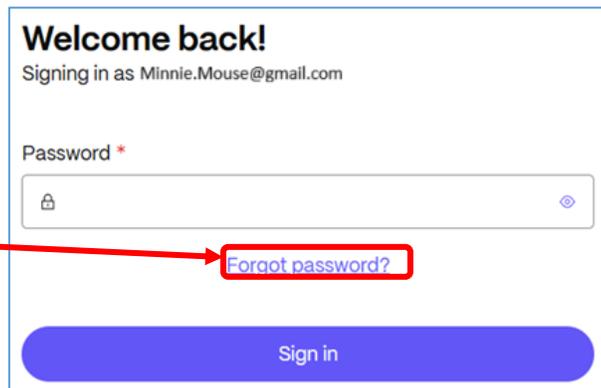
Welcome back!
Signing in as Minnie.Mouse@gmail.com

Password *

🔒   👁

Forgot password?

Sign in

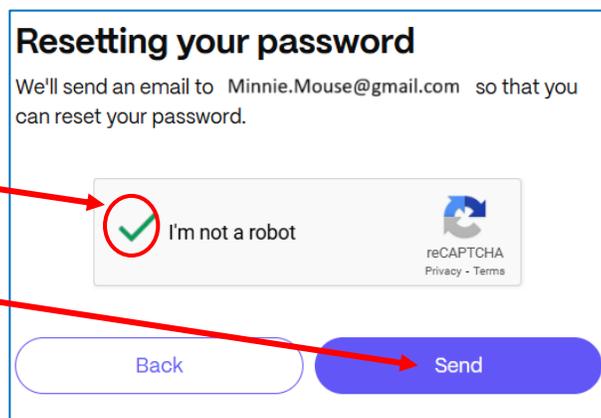4. Click "**Forgot Password**"

5. **Check the box** that you are not a robot.
6. Complete reCaptcha request, if applicable.
7. Then click **Send**

Resetting your password

We'll send an email to Minnie.Mouse@gmail.com so that you can reset your password.
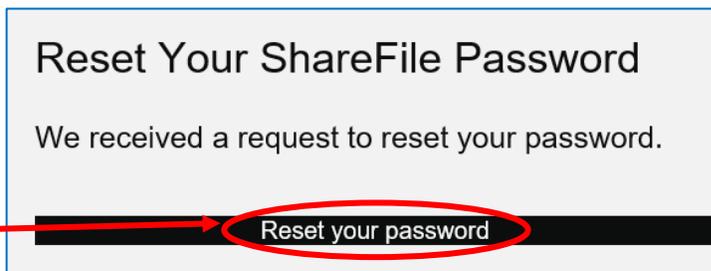
✓ I'm not a robot

reCAPTCHA
Privacy - Terms

Back   Send

8. Check your **inbox** for an email from ShareFile

9. Click the link "**Reset your password**"

Reset Your ShareFile Password

We received a request to reset your password.

Reset your password

10. You will be directed to our ShareFile portal.
    a. Enter your **new password**
    b. Type your **new password** again to confirm

    c. The password must meet the requirements listed below.

Password *

Confirm password *

Passwords must meet the following requirements
- include at least 1 upper case letter
- include at least 1 lower case letter
- include at least 1 number
- include at least 1 special characters
- be at least 8 characters long
- Passwords should match

We'll also perform an additional strength check on save.

11. Click "**Reset Password**"

Reset Password

12. You will be redirected back to the login page.
13. Enter your **email address**
14. Click **Continue**

Welcome!
Enter your details to sign in to ShareFile

Email *

Minnie.Mouse@gmail.com

☐ Remember me

Continue

15. Enter your **new password.**

16. Click **Sign in**

Welcome!
Signing in as Minnie.Mouse@gmail.com

Password *

Forgot password?

Sign in

Questions? Contact the MCBDDS Helpdesk at mhelp@mcbdds.org or 937-457-2766