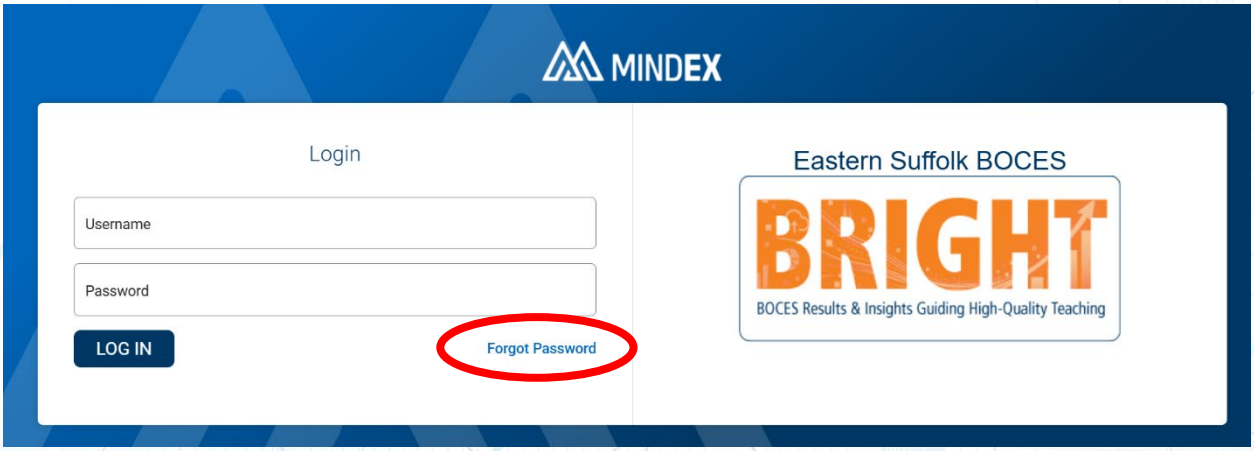
First-Time Login & Password Reset Instructions for BRIGHT Users

Mindex provides a secure login process that allows users to create or reset their password using an email authentication code. This process is used for first-time password setup and for users who may have forgotten their password.



First-Time Password Setup

If you are logging into BRIGHT for the first time, select Forgot Password from the BRIGHT login screen. This will allow you to create your password using the email address connected to your BRIGHT account.

Enter your email address, select Send Code, and remain on the screen. Mindex will send an email with the subject “Authentication Code”. Open the email, copy the one-time use code, and enter it into the Authentication Code field. Then select Reset Password.

You will then be prompted to create a new password. Enter your desired password twice and select Continue. Once the password is successfully created, return to the login screen and log in using your email address and new password.

Forgot Your Password?

If you forget your password, select Forgot Password on the BRIGHT login screen and follow the same process. A one-time authentication code will be sent to the email address associated with your BRIGHT account.

After entering the code, you will be able to create a new password and regain access to your account.

Important Reminders

The authentication code is only valid for 15 minutes. If you request a new code, the previous code will no longer work.

Your new password must meet the password requirements established for the Mindex system. If your password does not meet the requirements, Mindex will display guidance on the screen so you can adjust it.

For best results, keep the password reset screen open while checking your email for the authentication code. If you do not see the email, check your junk or spam folder.