DART CONTRACT COMPLIANCE SYSTEM
FORGOT USERNAME INSTRUCTIONS

1. Go to https://dart.prismcompliance.com/default.aspx
2. Select the “Need Log In Help” link below the Login button

![Contract Compliance System Login Form]

3. You will be directed to the Logon Assistance page. To continue, you will need your account PIN and email address.
4. Email DART Diversity & Inclusion Office at diversitycomplian@dart.org and request your 8-digit account PIN.
5. You will receive a follow-up email from the administrator

Contact: DART’s Diversity & Inclusion Department @ diversitycomplian@dart.org for any additional information or assistance.
6. Enter your PIN and your account email in the appropriate fields in the Logon Assistance page, and then select the Send Username button:

![Forgot Your Username Form]

7. The following pop-up will appear:

![Pop-Up Message]

Select the OK button to close the popup.

8. Check the email address associated with your PRiSM account. You will receive the following email (you may need to check your spam folder):

![Email Message]

9. Select the < Back link underneath the Send Username button to return to the Logon page:

![Back Link]

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