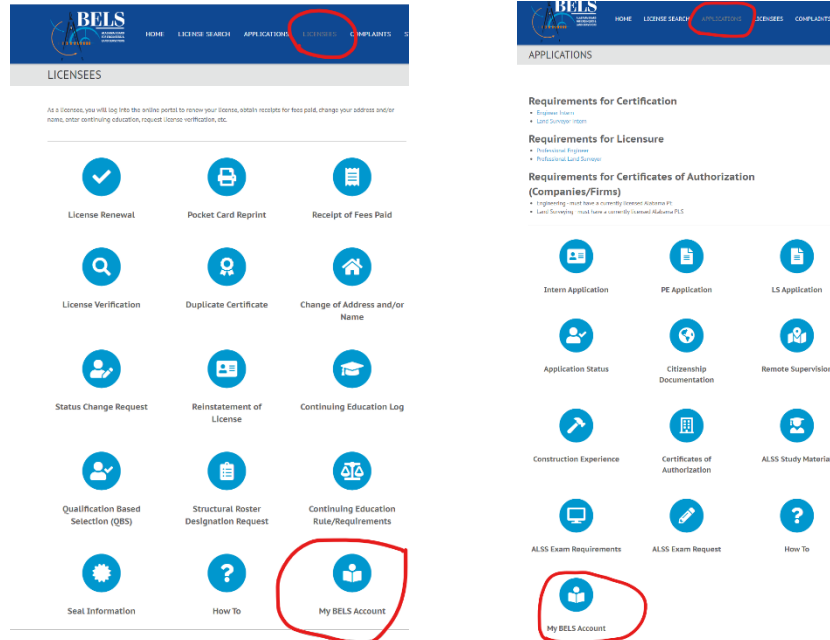


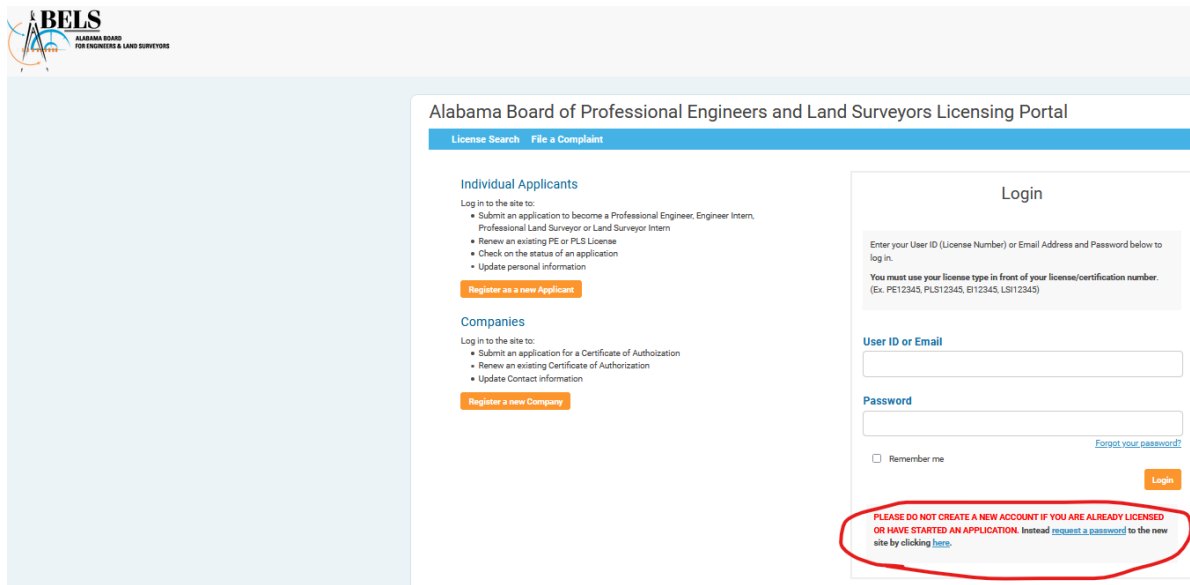
How to Set or Reset BELS Account Password

We have transitioned to a new database called Learning Builder. **All licensees and applicants (who filed an application prior to September 1, 2021), already have an account in the new database and will need to set their password to get access into your account.** Do not create another account.

- Go to the website under Licensees or under Applicants and Hit My BELS Account



- Hit Request a Password or Forgot Your Password **(DO NOT CREATE AN ACCOUNT IF YOU ARE ALREADY LICENSED OR FILED AN APPLICATION PRIOR TO 9/1/2021)**



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- Enter your License/Certification number or your email address we have on file. If you use your License/Certification number, you will need to put the license/certification type in front of the number (PE12345, PLS12345, EI12345, LSI12345).

When requesting a password using this page, you need to know one of the following:

- The email address you used on your application, or
- Your Credential Number, which is also your User ID.

You will be sent instructions to reset your password at the email address we have on file.

If any of the following apply to you, please [contact us](#) and provide the name used when completing the application and your date of birth and we will update the email address on your account so you can log in.

- You got the error "No email is on file. Please contact support to reset your password."
- You got the error "Could not find a user for email address" and you were also unsuccessful using your license number
- You no longer have access to the email account we have on file

Request Password

Enter your login User ID OR email address and click "Submit" below. We will send you an email immediately with additional instructions on how to set a new password.

User ID or Email

[Cancel](#)

- You will get this screen to enter your Confirmation Code that is being sent to your email address we have on file or if you hit the link in the email that is sent, it skips this process.

New Password Request Confirmation

Please check your email for your new password request confirmation code and enter it here to confirm your identity. Then you may set a new password.

If you do not receive an e-mail within a few minutes, please check your spam filters or Junk e-mail folders. Please add the e-mail address: BELS@learningbuilder.net to your "Safe Senders" list to ensure you are able to receive e-mails from the system.


Confirmation Code

[Cancel](#)

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- You should have received this email. Hit the link to set your password. **That is the easiest way.** You could hit the link under manual and enter the confirmation code.

BELS: New Password Request

 BELS@learningbuilder.net
To: [REDACTED]
-CC:
-BCC:
-- Original Message:

[Reply](#) [Reply All](#) [Forward](#)
Tue 8/10/2021 9:3



Dear [REDACTED],

We received your request for a new password. Simply click the [link](https://bels.learningbuilder.com/Public/Password/CreateNew?MemberId=152&code=FMHZWYGFTMKV) below to enter a new password:



If you prefer, you may navigate to this page manually.

- Go to <https://bels.learningbuilder.com/Public/Password/ConfirmReset?MemberId=152>
- Enter Confirmation Code: FMHZWYGFTMKV

If you received this email in error, please disregard it.

Thank you,

Alabama Board of Licensure for Professional Engineers and Land Surveyors

<https://bels.alabama.gov>

Confidential Notice: This email, including attachments, may include confidential and/or proprietary information, and may be used only by the person or entity to which it is addressed. If the reader of this email is not the intended recipient or his or her authorized agent, the reader is hereby notified that any dissemination, distribution or copying of this email is prohibited. If you have received this email in error, please notify the sender by replying to this message and delete this email immediately.

- Enter New Password, Confirm New Password and Hit Save

Enter New Password

Please enter and confirm your new password below. It must contain at least 6 characters. You will be required to login after resetting your password.

New Password

Confirm New Password

[Cancel](#) [Save](#)

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- You should now be able to log into your BELS account

The screenshot displays the Alabama Board of Professional Engineers and Land Surveyors Licensing Portal. The page title is "Alabama Board of Professional Engineers and Land Surveyors Licensing Portal". Below the title, there are two navigation links: "License Search" and "File a Complaint".

The main content area is divided into two sections:

- Individual Applicants**: Log in to the site to:
 - Submit an application to become a Professional Engineer, Engineer Intern, Professional Land Surveyor or Land Surveyor Intern
 - Renew an existing PE or PLS License
 - Check on the status of an application
 - Update personal informationA button labeled "Register as a new Applicant" is located below this section.
- Companies**: Log in to the site to:
 - Submit an application for a Certificate of Authorization
 - Renew an existing Certificate of Authorization
 - Update Contact informationA button labeled "Register a new Company" is located below this section.

On the right side of the page, there is a "Login" form. The form contains the following elements:

- A text input field labeled "User ID or Email".
- A text input field labeled "Password".
- A checkbox labeled "Remember me".
- A "Login" button.
- A link labeled "Forgot your password?".
- A red warning message: "PLEASE DO NOT CREATE A NEW ACCOUNT IF YOU ARE ALREADY LICENSED OR HAVE STARTED AN APPLICATION. Instead [request a password](#) to the new site by clicking [here](#)."

Red arrows point from the "User ID or Email" and "Password" fields to the "Forgot your password?" link.

- You will use this same process to reset your password if you forget it. **BELS staff cannot see your password and we will not reset your password.**