

HOW TO CHANGE YOUR PASSWORD

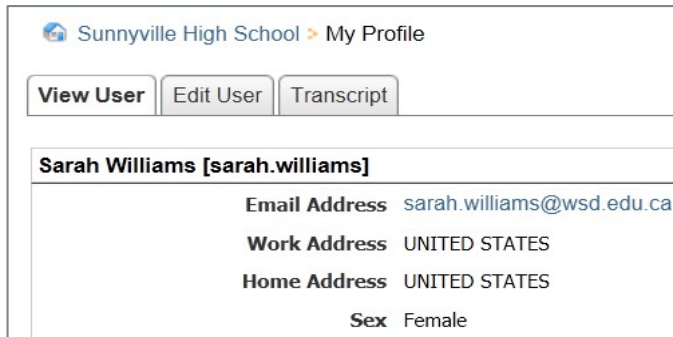
- You can change your password any time you want in three simple steps.
- If your account is being pulled from active directory, Google or some other external provider, you will need to contact your IT team for instructions on how to reset your password.

Three Easy Steps

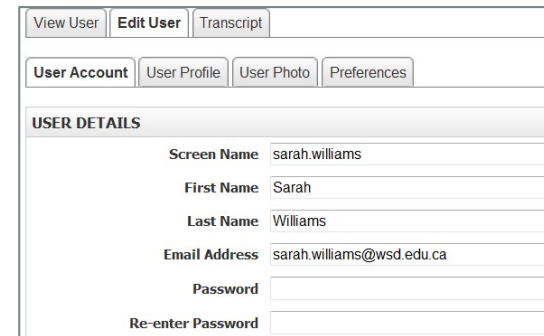
1. Log into your site. Click on your user-name (usually found in top right corner off the page).



2. You will get the **My Profile** screen (shown below). Click the **Edit User** tab.



3. You will get the **User Details** screen (shown below)



Type your new password into the **Password** and **Re-enter Password** fields. Click **Update user**.