

Change Your Password

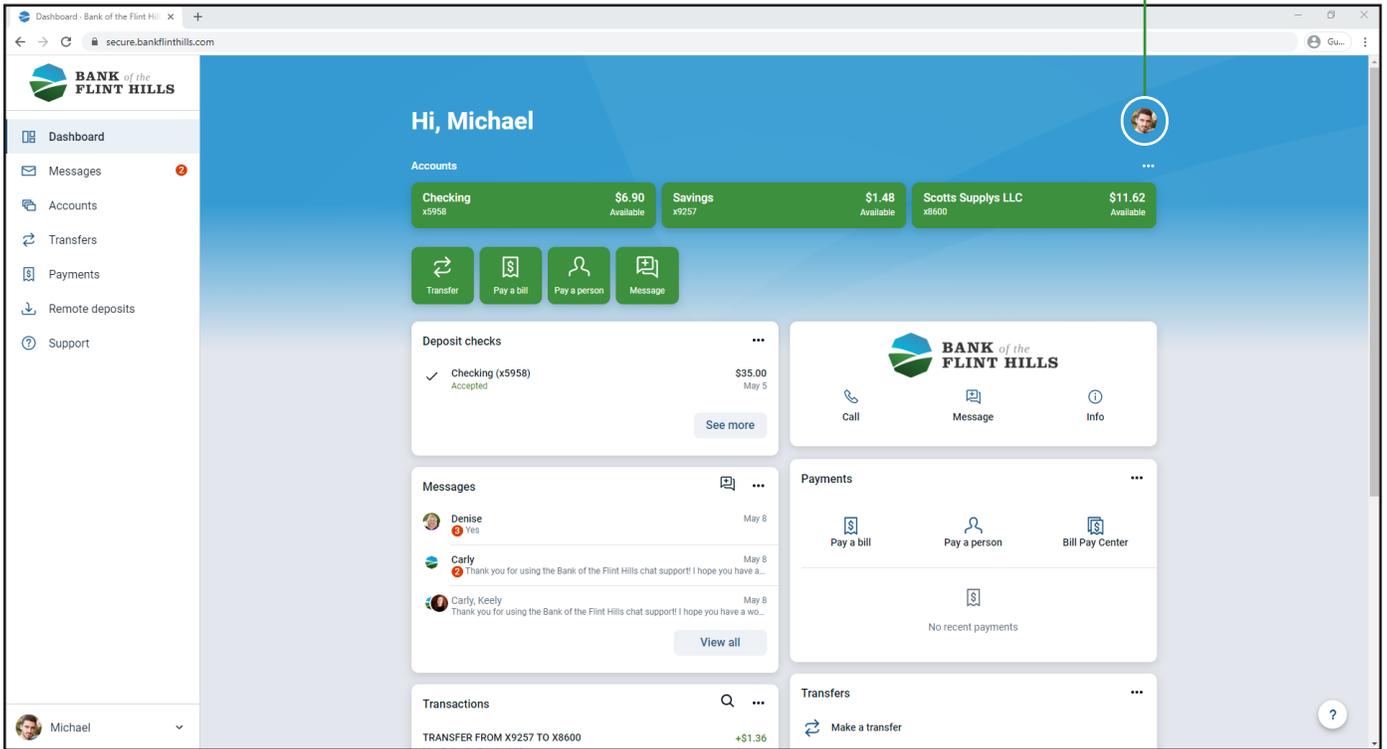
A Step-by-Step Guide



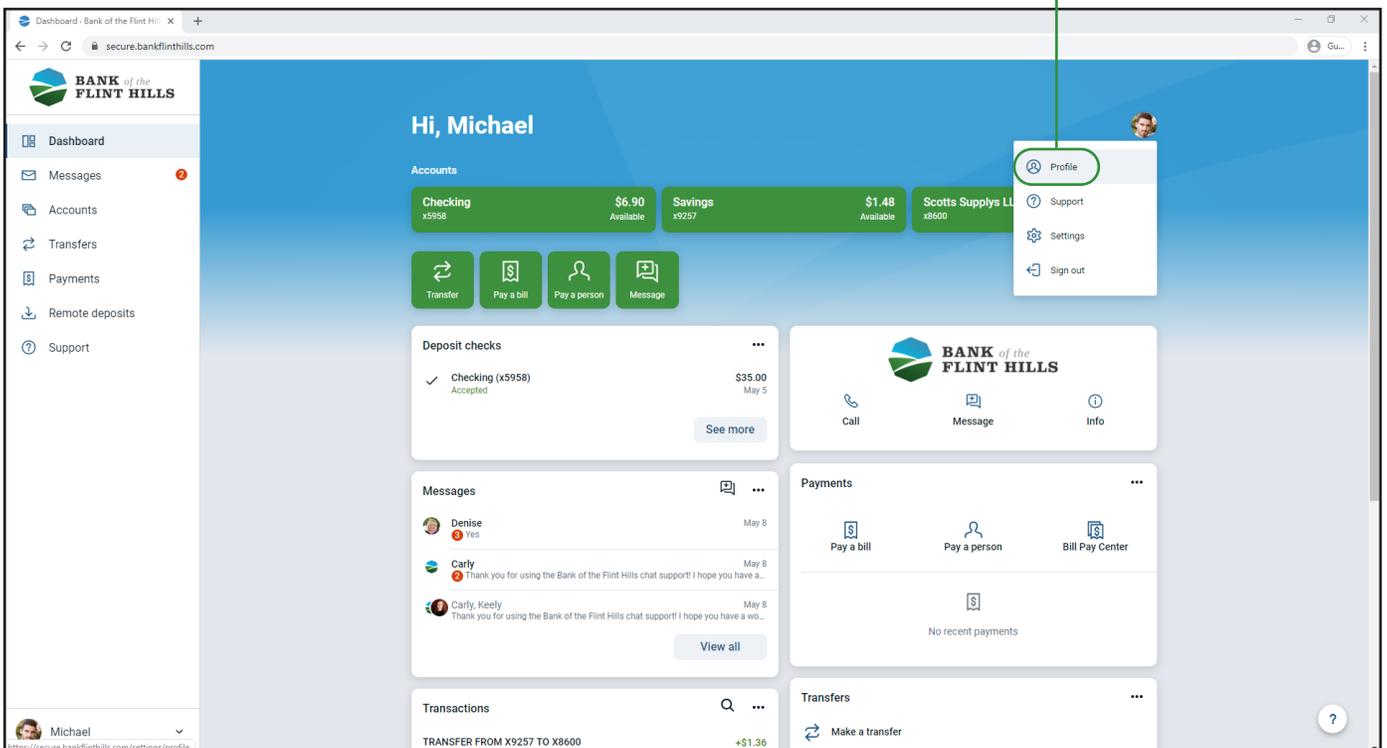
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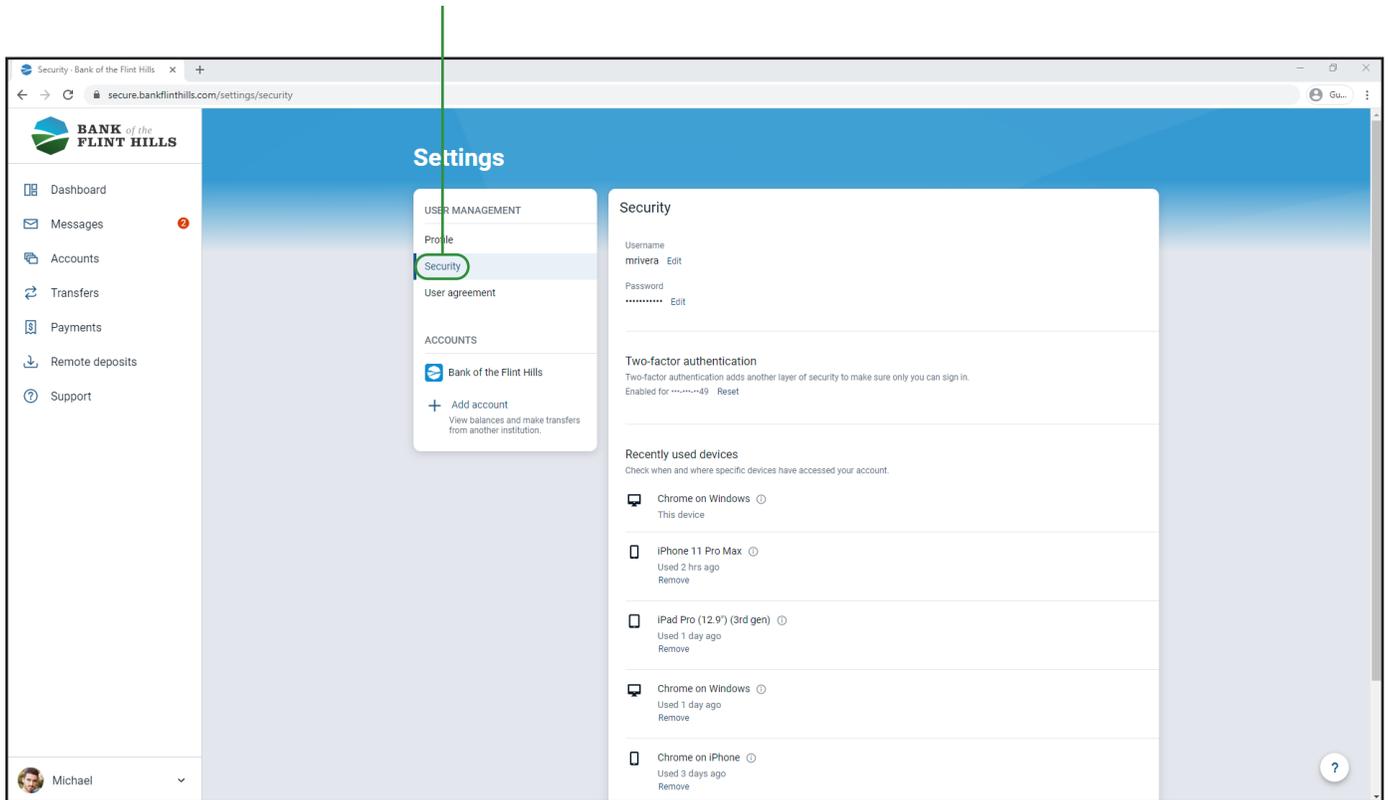
Begin by locating your profile picture in the upper right-hand corner of your dashboard. Reveal the drop-down menu by clicking on your picture.



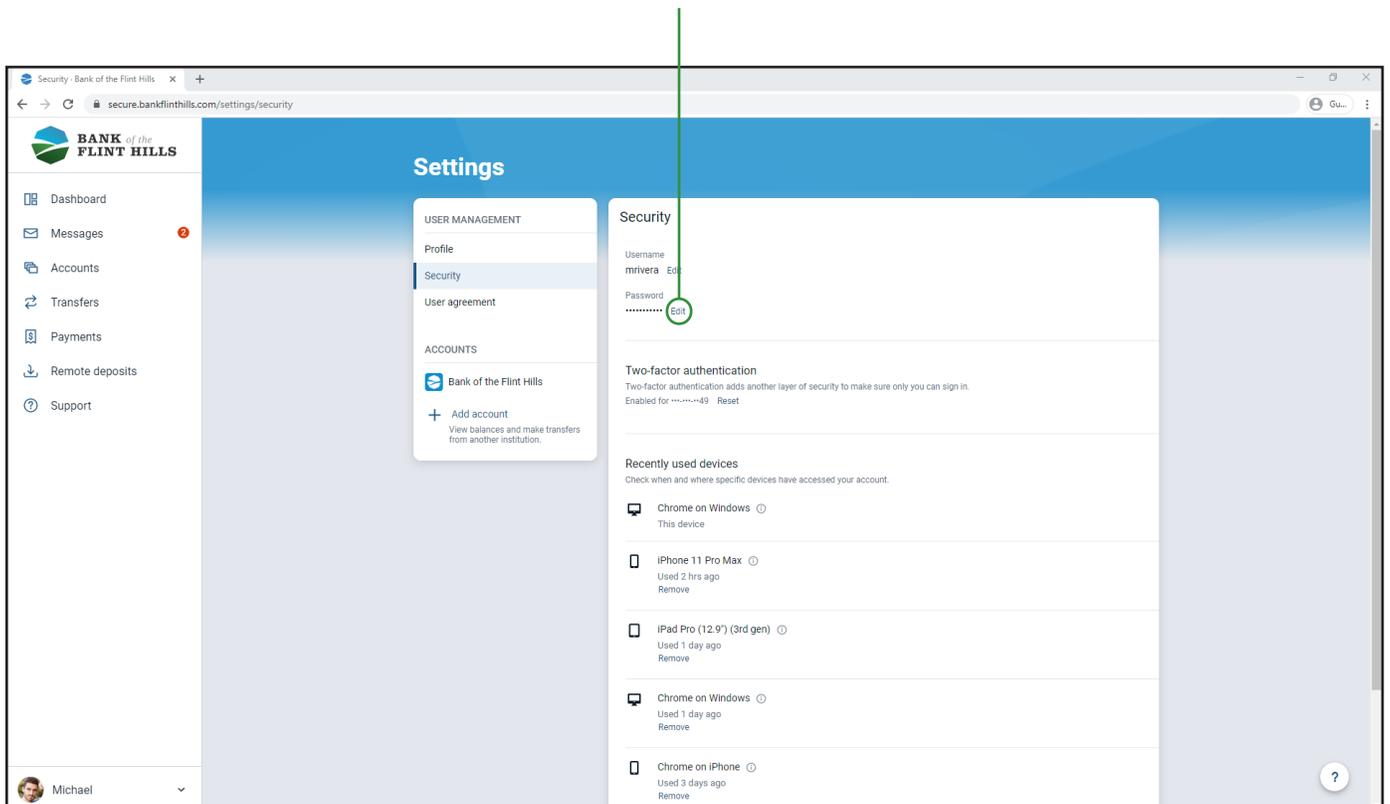
In the menu, select "Profile" to be taken to your settings.



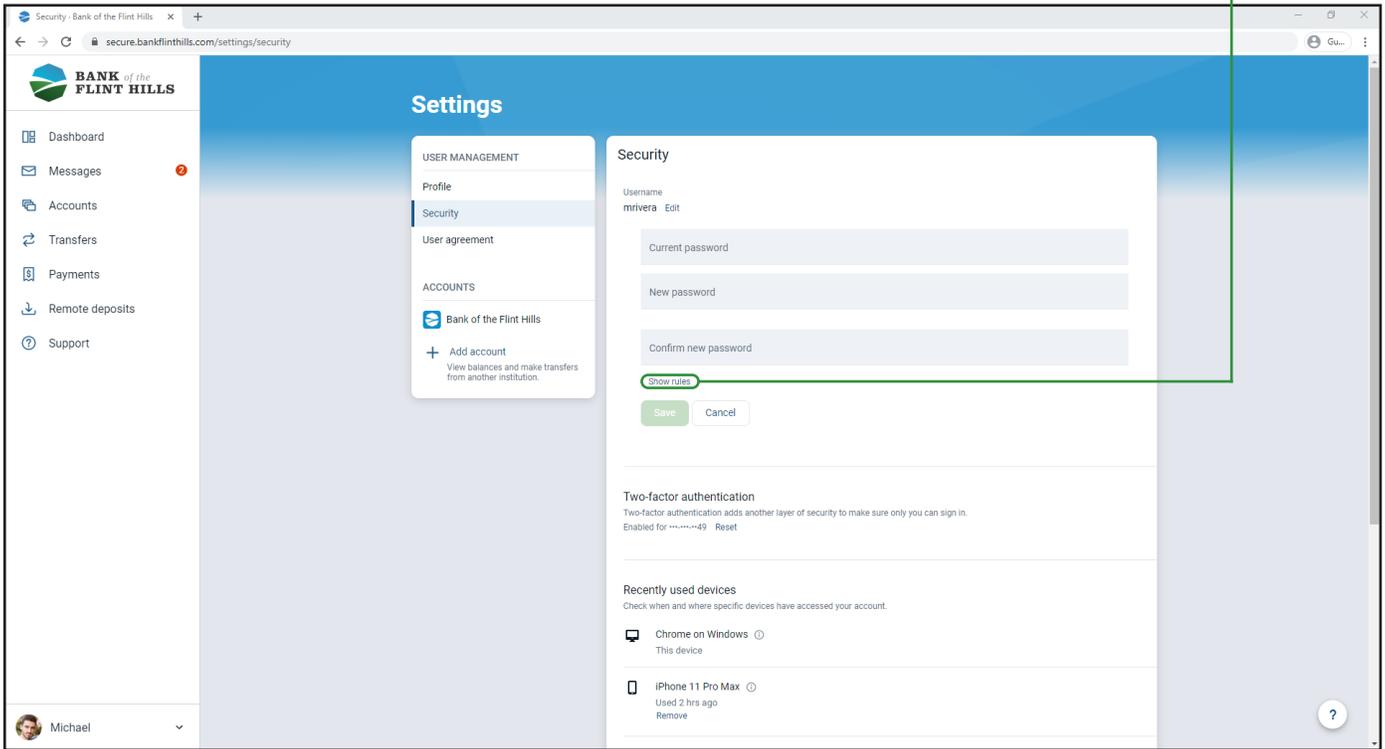
The next screen you see will be your settings. Locate and select "Security" in the left menu to begin changing your username.



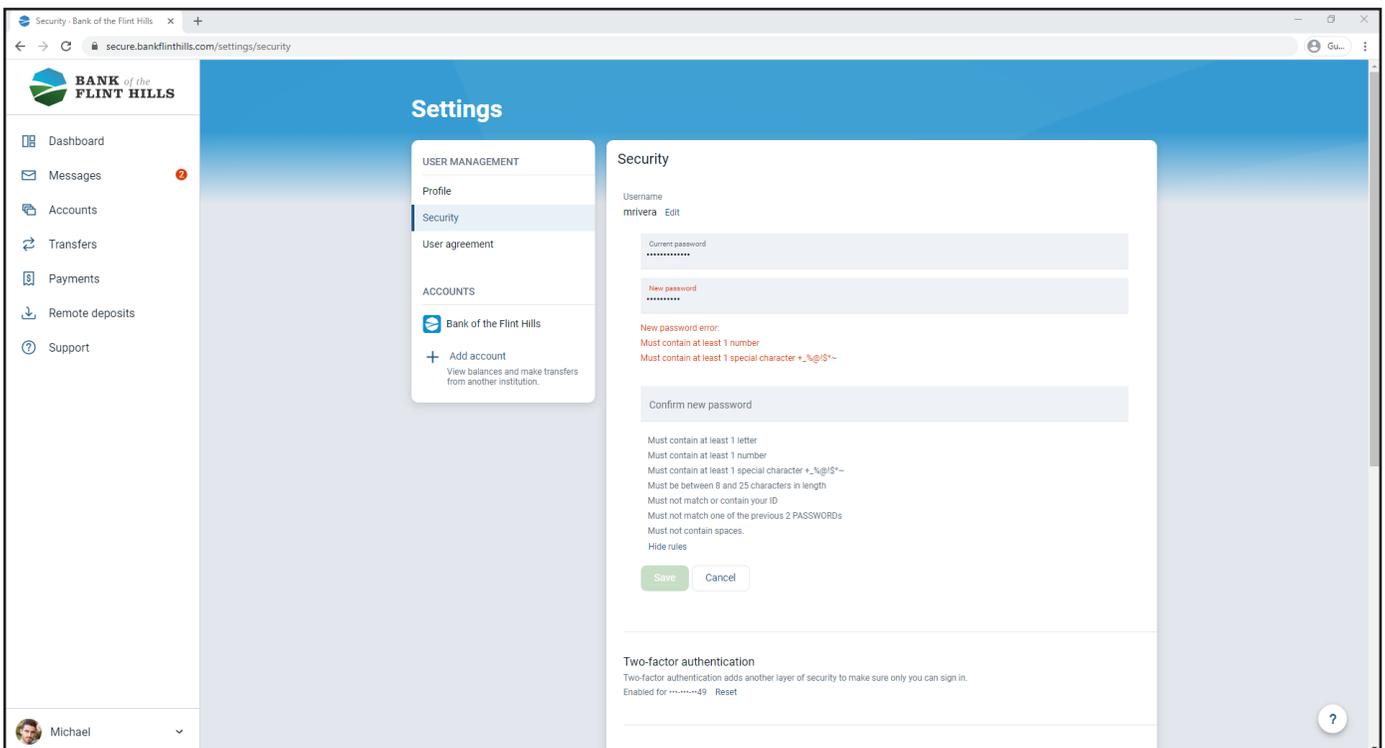
Next to your current password select the "Edit" button to begin changing it.



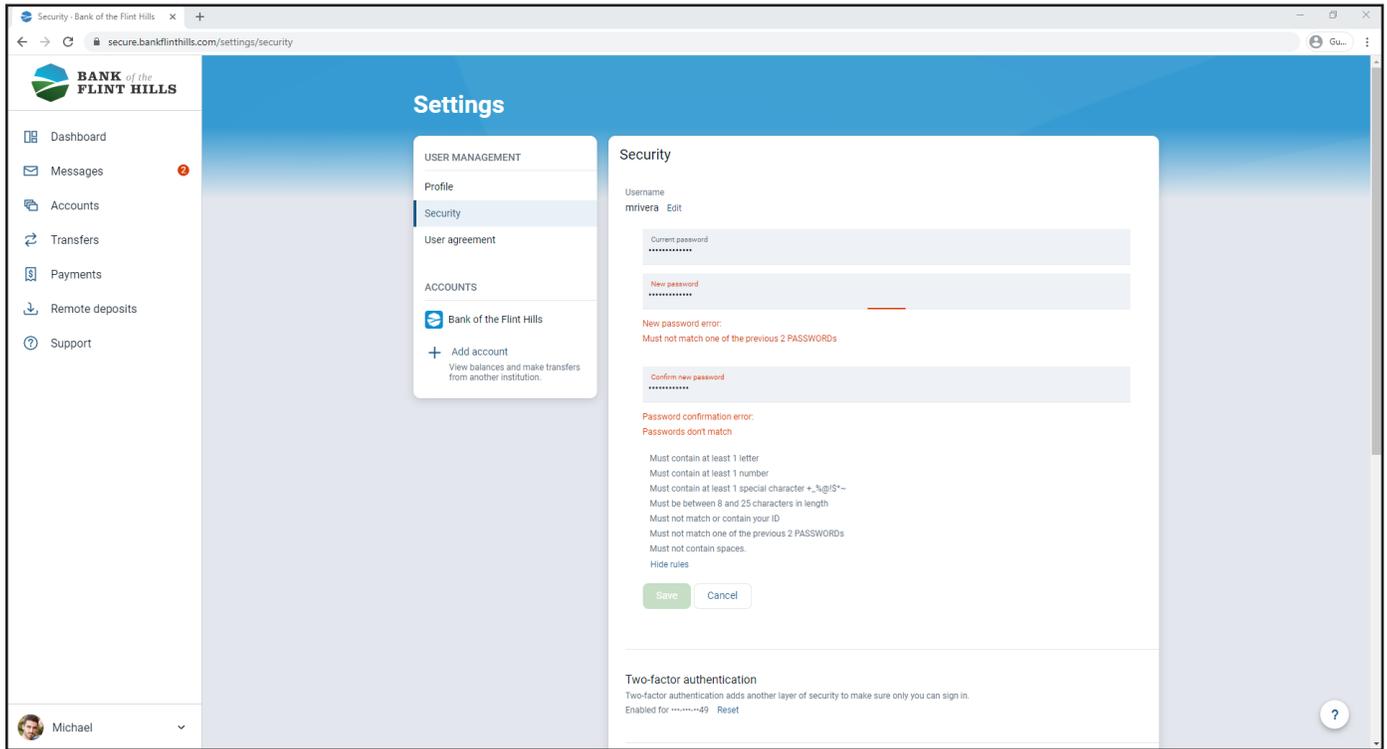
In the boxes that appear, enter your current password, as well as a new password you would like to change it to. Click "Show Rules" to view the password requirements.



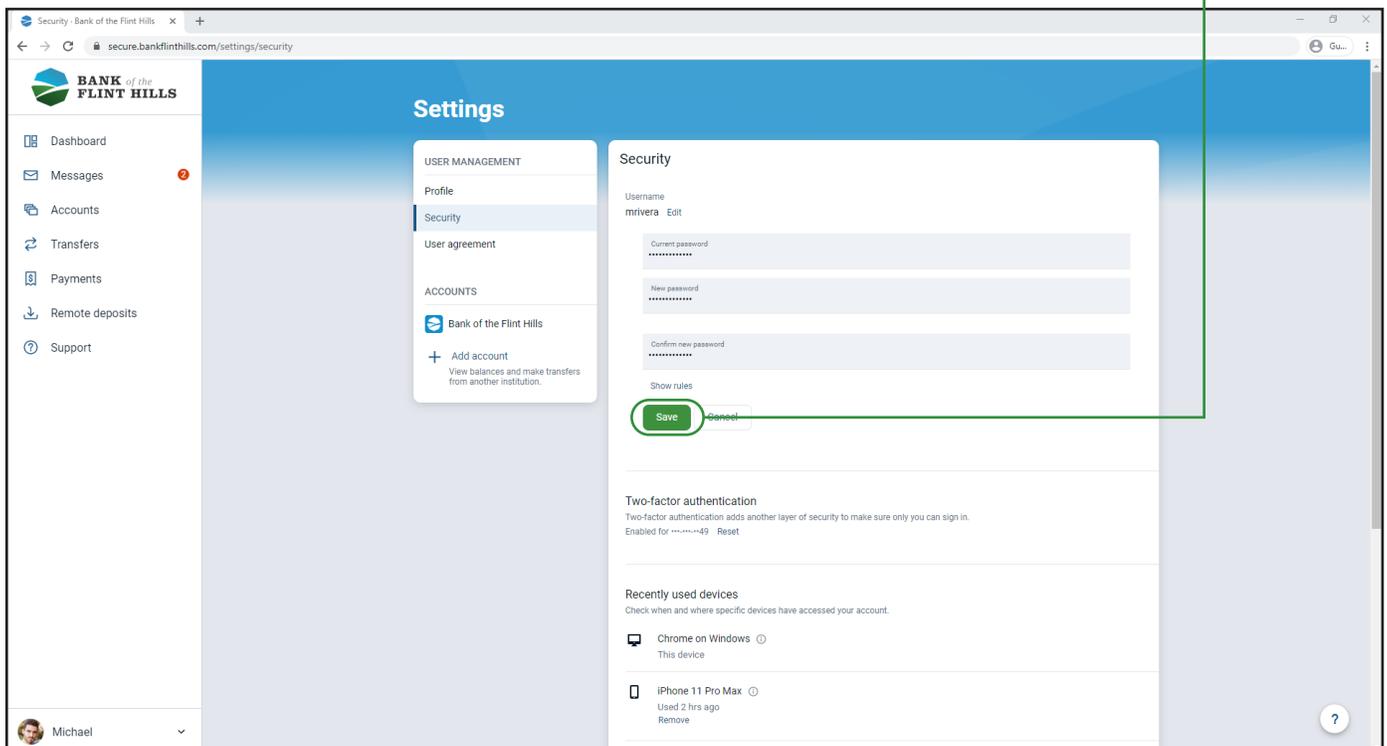
As you enter your new password, the system will indicate which rules you have not successfully met. These errors will be shown in red text.



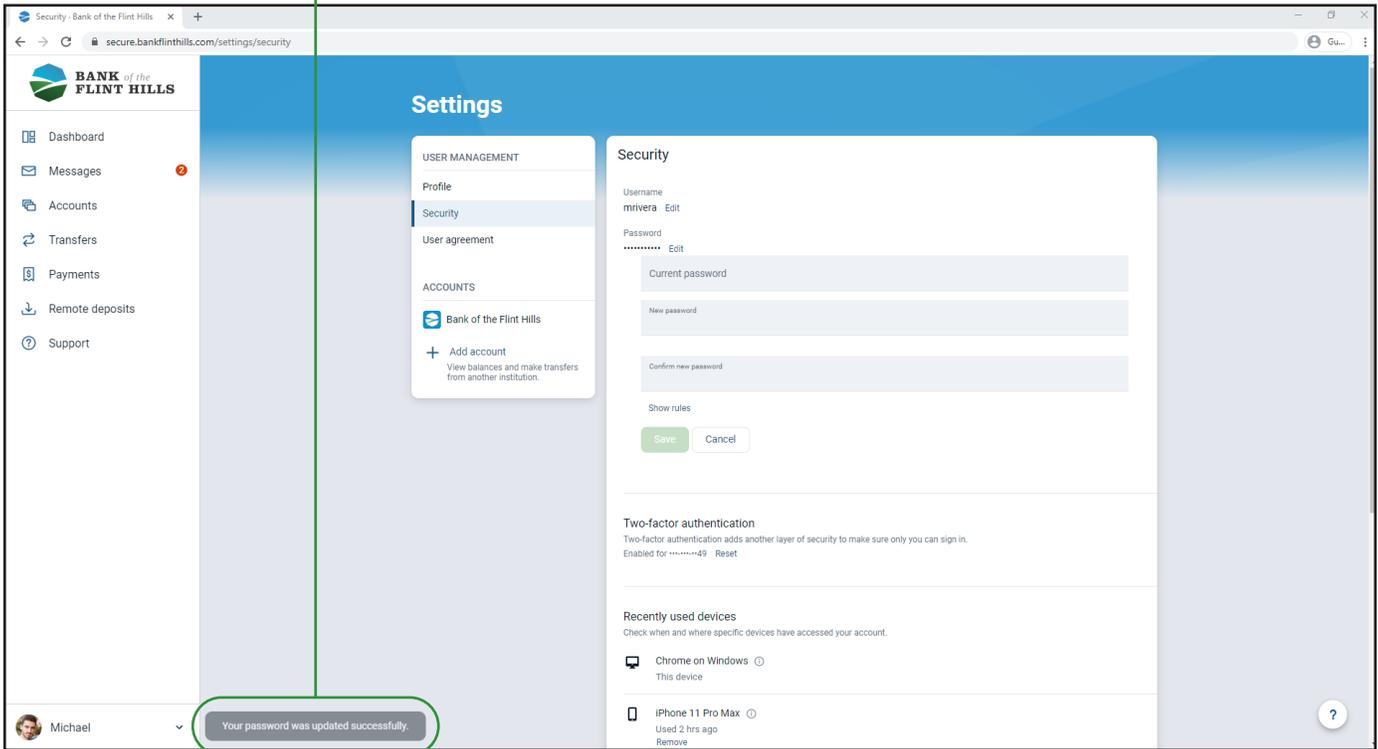
If your new password does not match what you entered in the confirmed password box, you will be alerted with an error in red text.



After you have fulfilled all password requirements, the "Save" button will turn green indicating you may change the password. Click the "Save" button to make these changes before leaving the page.



Once your password has been successfully changed, you will see a notification in the lower left corner of your screen.



You will also receive an email confirming your password has changed.

