

## CHANGE PASSWORD

- To change your password, enter your current username and password into the form on the login page, then press Login.
- The View User page displays your full name, username, password, and organization abbreviation. (If you are an authorized user for more than one organization, your name will appear more than once). Click the Edit Button.
- The update form shows your username and password and your access levels *for the organization you chose to edit*. Enter your new password and click the Update button.
- You are returned to the View User screen. Note that if you are authorized for more than one organization, your password has been updated for each of those organizations.
- To exit the Change Password program, click the Logout link.