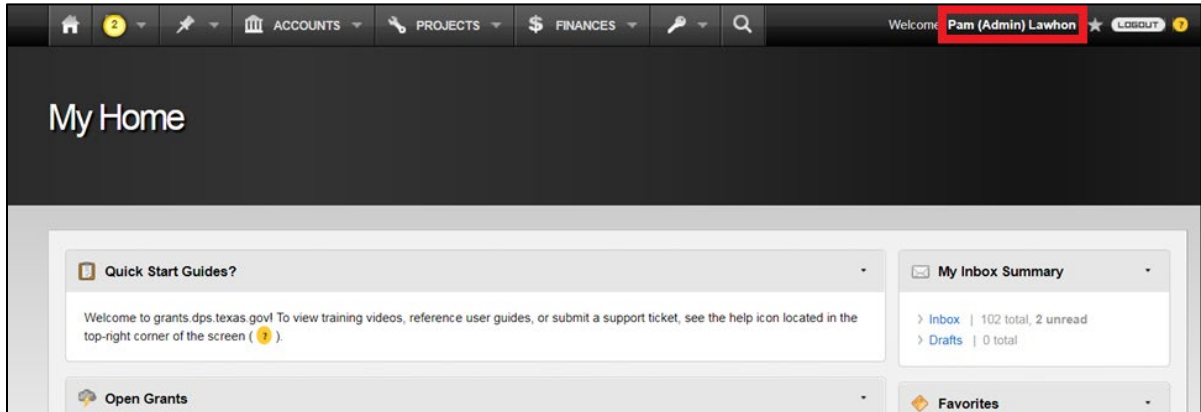
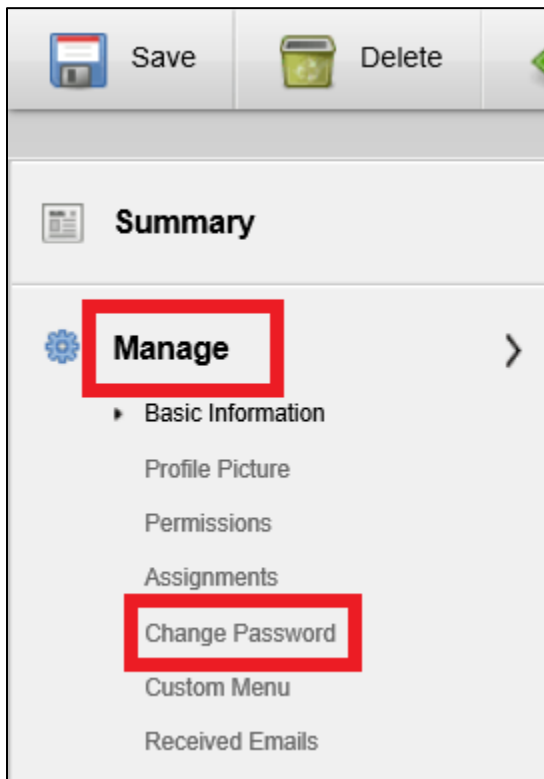


Change Password

1. To change your password once you received a system generated password, select your name at the upper right had corner.



2. Select ***“Manage,”*** and then ***“Change Password.”***



3. Enter the temporary password provided or old password in the box labeled **“Old Password.”** Enter a **“New Password”** and **“Confirm New Password.”** Then click the **“Change Password”** button above.

The screenshot shows a web interface for changing a password. At the top, there is a navigation bar with a 'Change Password' button (highlighted with a red box) and a 'Back to Contact Admin' link. Below this is a sidebar with 'Summary' and 'Manage' sections. The 'Manage' section includes 'Basic Information', 'Profile Picture', 'Permissions', 'Assignments', 'Change Password' (selected), 'Custom Menu', and 'Received Emails'. The main content area is titled 'Manage >> Change Password' and contains three input fields: 'Old Password:' with the prompt 'Please enter your old password', 'New Password:' with the prompt 'Please enter your new password' and a red error message 'Password must be at least 8 characters. Your password must have at least one character in 3 of these categories: Uppercase, Lowercase, Numbers and Special Characters.', and 'Confirm New Password:' with the prompt 'Please confirm your password'. Red arrows point to each of these three input fields.