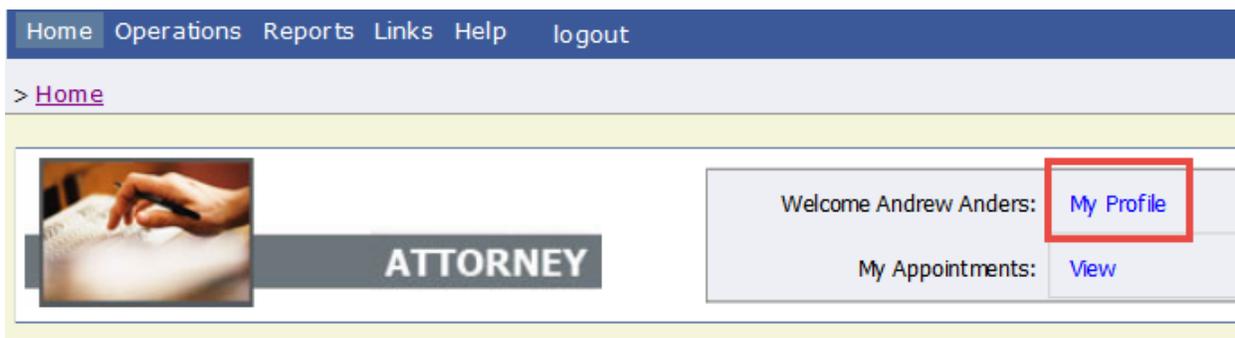
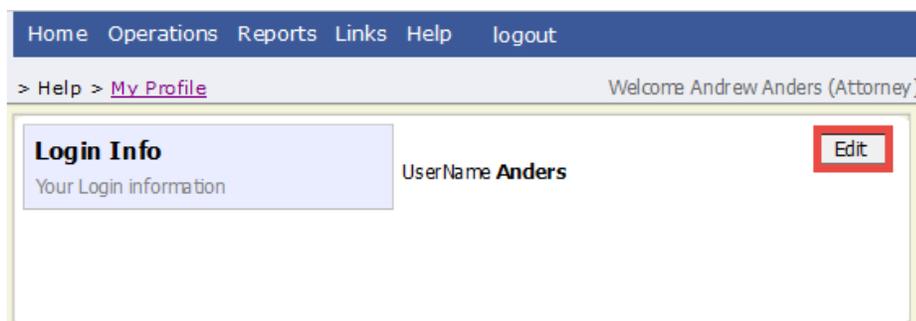


Changing Your User Name and Password

You can access your user name and password in your profile. The **My Profile** link is near the top of your Home page, and also in the **Help** menu.



From your My Profile page, click **Edit**.



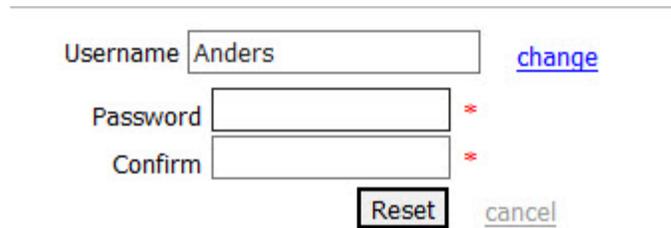
To change your user name, in the **Username** field, type the new user name, and click **change**.

To reset your password, click **Reset**.

The screen will change to allow you to enter and confirm the new password. Your new password must meet the following complexity rules:

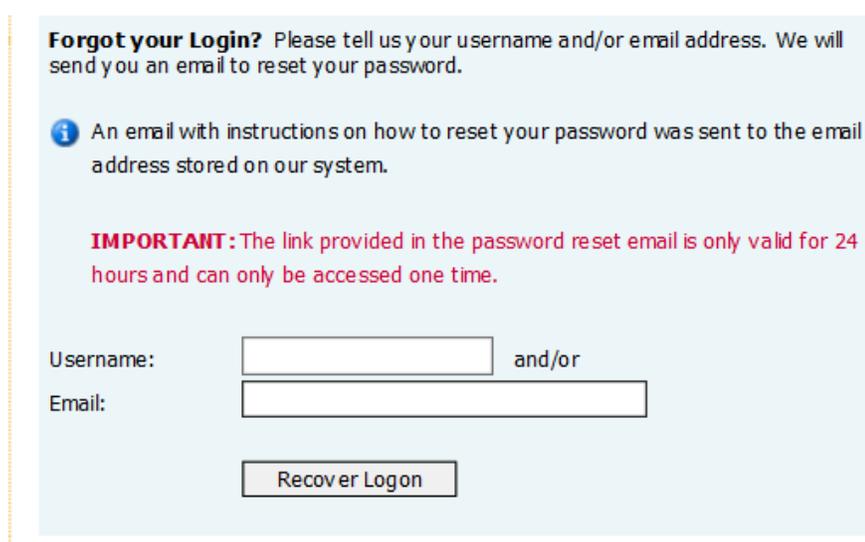
- a. At least 8 characters long
- b. Include a capital letter
- c. Include a lower-case letter
- d. Include a number
- e. Include a special character (e.g. \$, %, #)

The screen changes to allow you to enter and confirm the new password. Click **Reset** again.



A screenshot of a web form for changing a password. It features three input fields: 'Username' containing the text 'Anders', 'Password', and 'Confirm'. To the right of the 'Password' and 'Confirm' fields are small red asterisks. Below the 'Confirm' field is a 'Reset' button, and to its right is a 'cancel' link. A blue 'change' link is positioned to the right of the 'Username' field.

If you are locked out of your account, click **Forgot your Login?**. Enter the correct information and you will receive an email with a link to reset your password. The reset link is only valid for 24 hours and can only be clicked once. If you need to click it again, you will receive a new link.



A screenshot of a 'Forgot your Login?' form. The form has a light blue background and contains the following text and elements:

- Forgot your Login?** Please tell us your username and/or email address. We will send you an email to reset your password.
- An information icon (i) followed by the text: An email with instructions on how to reset your password was sent to the email address stored on our system.
- IMPORTANT:** The link provided in the password reset email is only valid for 24 hours and can only be accessed one time.
- Input fields for 'Username:' and 'Email:'. The 'Username:' field is followed by the text 'and/or'.
- A 'Recover Logon' button.