Changing Your Username and Password

Your username and password can be accessed in your profile. You will find a **My Profile** link to your profile near the top of your **Home** page and can also find a link under the **Help** menu.

Home Operation	ons Reports	Links Help	logout			
> <u>Home</u>						
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1	-			Welcome Andrew Anders:	My Profile	
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From your My Profile page, click Edit to the right of the Login Info.

Home Operations Reports Links	Help logout						
> Help > My Profile							
Login Info Your Login information	Usemame Anders change Password **** reset						

To change your Username, type the new Username and click change.

To reset your password, click <u>reset</u>. The screen will change to allow you to enter and confirm the new password. Click **Reset**.

Username Anders	change
Password	*
Confirm	*
	Reset cancel