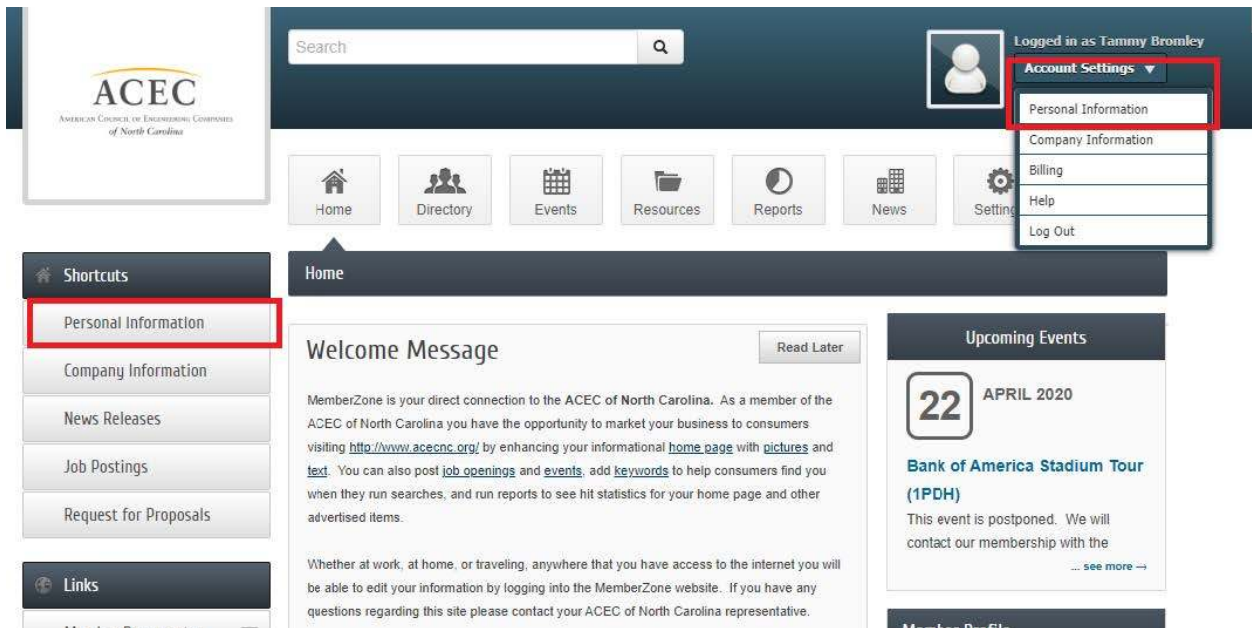


How to Change Password

1. After logging in, you can either go to Account Settings > Personal Information OR click Personal Information tab in left hand sidebar.



2. Once you get to your Profile Page, select Username/Password located at in the sidebar on the left-hand side.

The screenshot shows the 'Profile' page. The 'Account Settings' sidebar on the left has 'Username / Password' highlighted. The main profile form includes fields for: Prefix, First Name (Tammy), Middle Name, Last Name (Bromley), Suffix, Address Line 1 (150 Fayetteville Street Ste 1340), Address Line 2, City (Raleigh), State (NC), Postal Code (27601-2989), Country, Greeting, Job Title, Contact Preference (Email), Phone Preference (Work Phone), Work Phone (9197817934), Home Phone, Cell Phone, Alt Phone (9197817934), Fax (919) 781-7934, and Email (TBromley@acecnc.org). Buttons for 'Save Changes' and 'Clear Changes' are at the top of the form.

3. Select "Change"

The screenshot shows a web interface with a top navigation bar containing icons for Home, Directory, Events, Resources, Reports, News, and Settings. On the left is a sidebar menu under 'Account Settings' with 'Personal' selected. The main content area is titled 'Edit My Username/Password' and contains three input fields: 'Username: [Change]' with the value 'TBromley@acecnc.org', 'Password: [Change]', and 'Confirm Password'. A red box highlights the '[Change]' link next to the Password field.

4. Fill-in new password and Save Changes.

This screenshot shows the same 'Edit My Username/Password' form. The 'Password' and 'Confirm Password' input fields are now empty and highlighted with a red box. The 'Save Changes' button at the bottom is also highlighted with a red box. The 'Username' field remains unchanged with the value 'TBromley@acecnc.org'.