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.

From your My Profile page, click Edit to the right of the Login Info.

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

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

Your password must be different than the previous password and be:

- at least 8 characters,
- at least one upper case character,
- at least one lower case character,
- at least one numerical character, and
- at least one special character (!,@,#,$,*%,^,&,-,+).