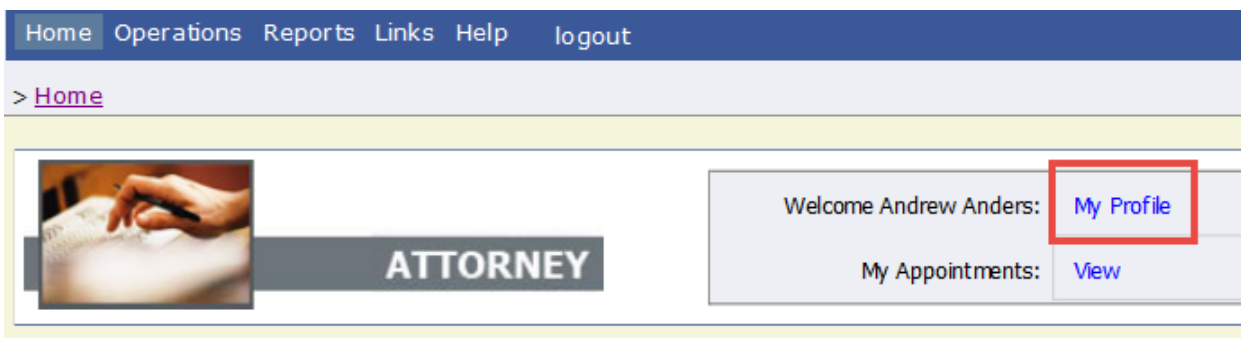
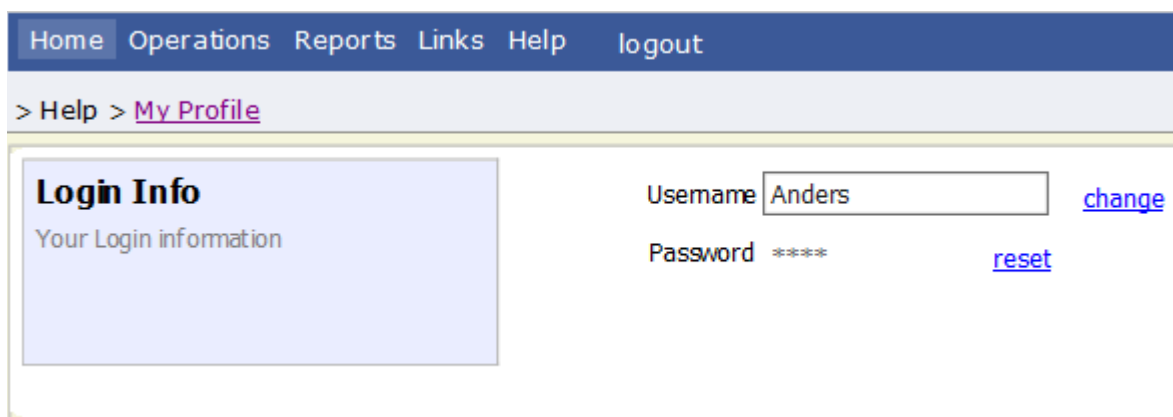


Changing Your Username and Password

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**.

 A screenshot of the password reset form. It features three input fields: 'Username' with 'Anders' and a 'change' link, 'Password' (empty), and 'Confirm' (empty). To the right of the Password and Confirm fields are red asterisks. At the bottom, there is a 'Reset' button highlighted with a black box and a 'cancel' link.

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 (!, @, #, \$, *, %, ^, &, -, +)