Password Reset

PROFILE

The Profile contains the administrator password.

PASSWORD

Passwords must be of at least six characters in length, include at least one number, one uppercase character and one lowercase character. It also cannot contain the Login ID. Any password entries that are not correct will result in an error message.

 Select Profile from the My Account menu. 			My Account $ \lor$
			Profile
	Services		Logout
	Q search		
2. Click	Dashboard / My Profile		
	My Profile		
	Login Type	Group	
	Password Expiration	Password never	expires
3. Enter the Current Password.	Change Password		8
4. Click and to Generate Random Passcode.	Current Password		
Password and Repeat Password are entered automatically.	New Password	ejole\$Qw	~ <mark>/</mark>
Click to hide/unhide number entries.		ejo1e\$Qw	✓ ⊙
	Cancel Save		
5. Click Save .			
A confirmation banner will be displayed	Password Changed		
Note : If the entered passwords do not match a warning banner is displayed.	Passwords do not match		
If the passwords are too short or a			
field is not completed the button will not be active.			

LOGOUT

