

HOW TO CHANGE YOUR PASSWORD

Note: passwords expire every 90 days.

Once your password has expired – Regional Center staff have to reset it. So be sure to change your password BEFORE it expires.

From **Home/Dashboard** screen – click on **MY PROFILE**.

You can make any other changes to your profile you want – **but be sure to change your password**. Otherwise your system is **not** secure.

⇒ Double click on the black dots in the password box – type in your new password. Remember this is *case sensitive*.

Click on **UPDATE** (lower left hand corner).

Because the password is encrypted it will still show as black dots – this is ok.

You're done!!