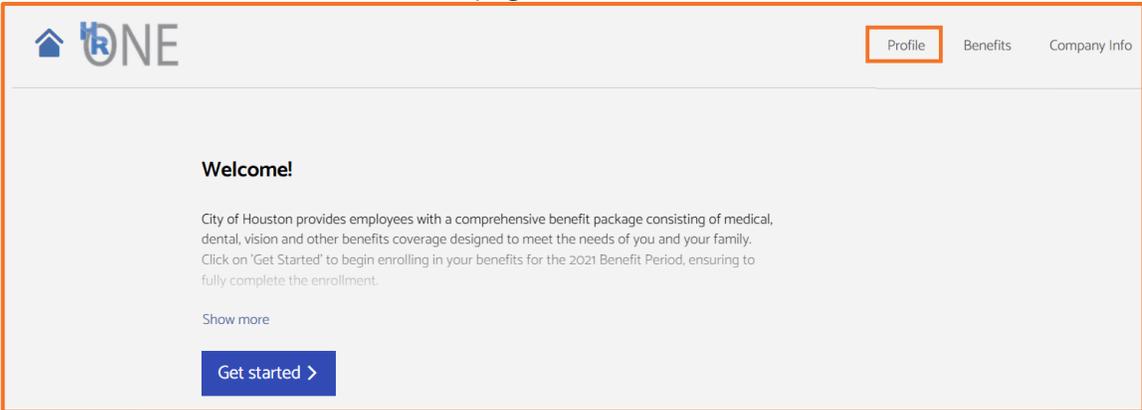
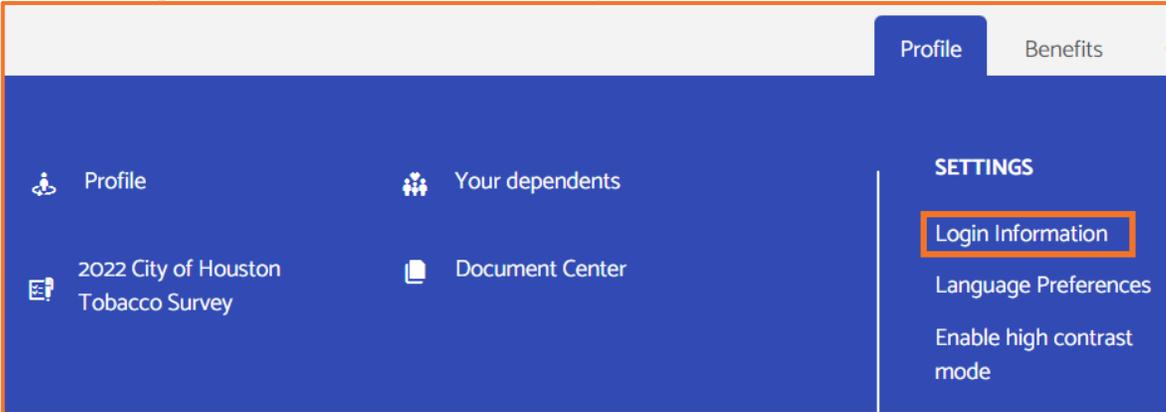




How to Reset Your Login Credentials (Username and Password) When Logged In

The Your Account page provides options to update your username, password, and secret questions.

Step #	Steps
1	<p>Click the Profile link from the home page.</p> 
2	<p>Click the Login Information link from the drop-down menu.</p> 



How To Reset your Username

3

To update your username, click the **Edit** button under the **Username** section.

Your Account
Change your username and password.

Username
Current username
JOHNTRAINDENNIS
Edit

Password
Edit

Secret questions
Edit

Enter your new username in the **New Username** text box. Your username must be between 6 and 50 characters. Reenter the new username in the **Confirm New Username** text box. Click **Save**.

Username
Current username
JOHNTRAINDENNIS

The Username must be between 6 and 50 alphanumeric characters and can include the use of special characters.

New username * **Confirm new username ***

Save **Cancel**



How to Reset your Password

- 4 Click the **Edit** button under the **Password** section.

A screenshot of a user interface showing a "Password" section. The word "Password" is displayed in blue. Below it is a button labeled "Edit" with a blue border, which is highlighted by an orange rectangular box.

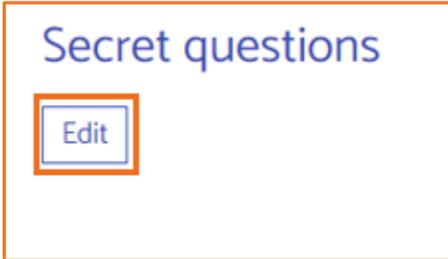
Enter your new password in the **New Password** text box. Your password must be between 6 and 50 characters. Re-enter the new password in the **Confirm New Password** text box. Click **Save**.

A screenshot of a password reset form. The title "Password" is at the top. Below it is a paragraph of instructions: "Your Password must contain 8-15 characters, at least 1 number, and at least 1 upper case and 1 lower case letter. Your password cannot contain more than 2 of the same characters in a row or your Login ID." There are two text input fields: "New password *" and "Confirm new password *", both highlighted with orange boxes. At the bottom left, there are two buttons: "Save" (highlighted with an orange box) and "Cancel".



How to Reset Secret Questions

5 Click the **Edit** button under the **Secret Questions** section.



6 Select the desired questions from the **Secret question** drop-down menus and enter the applicable answers in the corresponding **Secret question answer** text field.

Then click the **Save** button.