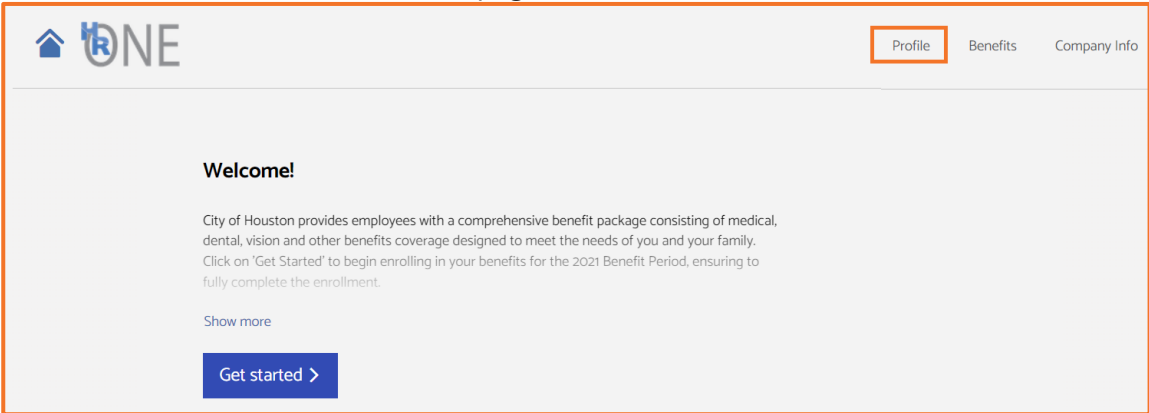
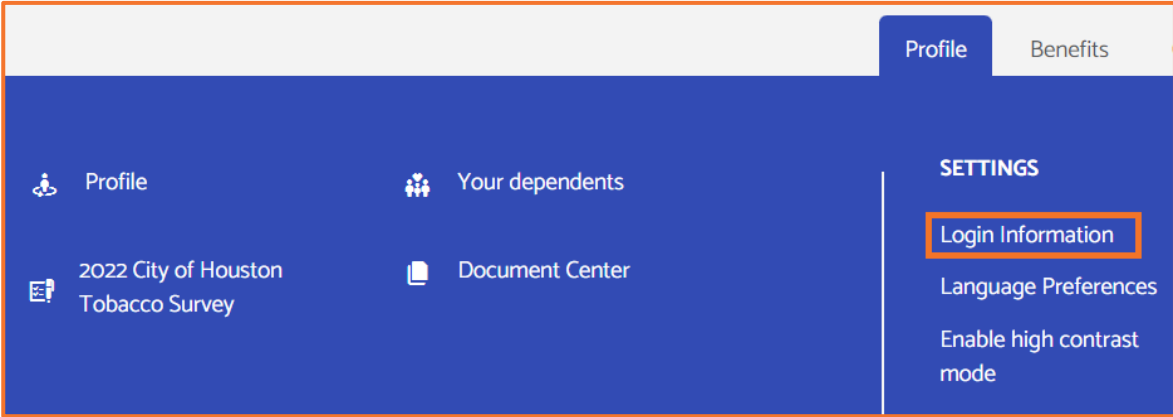


## How to Reset Your Login Credentials (Username and Password)

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

Step #	Steps
1	<p>Click the <b>Profile</b> link from the home page.</p> 
2	<p>Click the <b>Login Information</b> 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. The entire section is enclosed in an orange rectangular box.

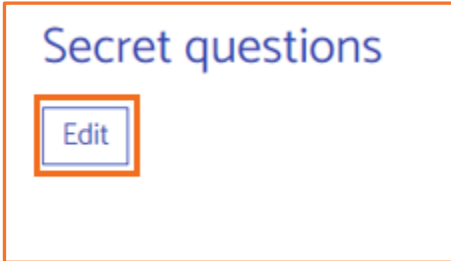
Enter your new password in the **New Password** text box. Your password must be between 6 and 50 characters. Re-enter the new password in the **Confirm New Password** text box. Click **Save**.

A screenshot of a password reset form. At the top, the word 'Password' is in blue. 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.' Below the instructions are two text input fields: 'New password \*' and 'Confirm new password \*'. At the bottom left are two buttons: 'Save' (with a dark background) and 'Cancel' (with a light background). The entire form area is enclosed in an orange rectangular box.



### 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.