How to Change your Password

To change your password, you will need to login to your End User Account.

1) Select “Login” in the upper right hand corner

2) Access your End User Account
   a. Enter your “(User Name orEMPLID)” & “Current Password”.
   b. If you have forgotten your password, Select the “Forgot Your Password?” Link.
3) Select the “My Account” Link

4) Select the “Account Details” Link

5) Select the “Click here to make changes to your Email Address or Password” Link.
6) **Enter** “New Password”  
7) **Repeat** “New Password”  
8) **Select** Update Password

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**Complete**: Your Password has now been updated.