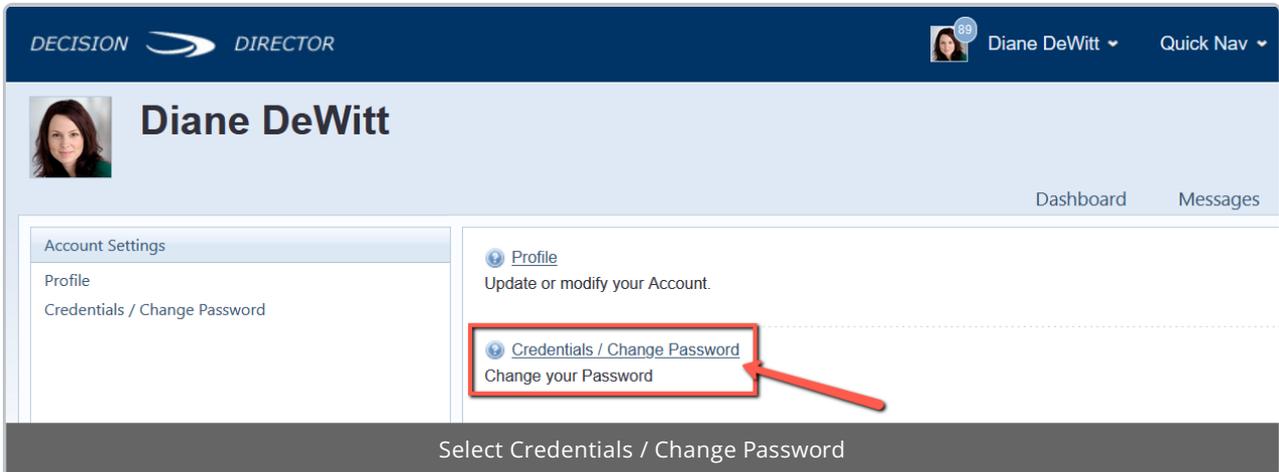
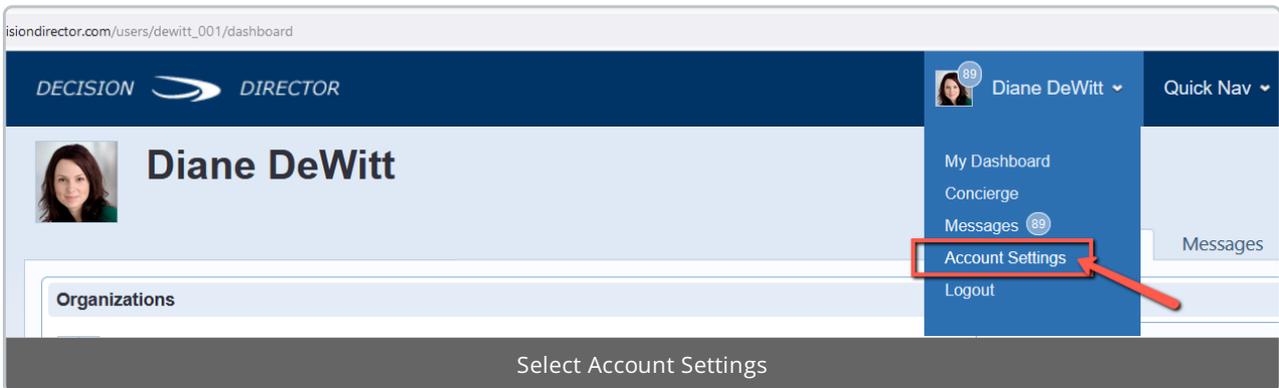


How do I change my password?

Last Modified on 10/17/2021 8:43 am MST

Changing Your Password

1. Click the dropdown menu by your name and select "Account Settings"
2. Click "Credentials / Change Password"
3. Click "Change Password"
4. Enter your current password and a new password. Password must be between 6-20 in length and contain at least one lower-case letter, one upper-case letter, and one numeric character or one special character (e.g., !@#\$%^&*_-.)
5. Click "Save".
6. Click the dropdown menu again and select "My Dashboard"



89 Diane DeWitt Quick Nav Learn More Support

Dashboard Messages Access Account Settings

Credentials / Change Password

Change Password

* Email: ddewitt001@dddemo.com

* Password: *****

Select Change Password

This screenshot shows the top navigation bar with the user's name 'Diane DeWitt' and a notification badge '89'. Below the navigation bar are tabs for 'Dashboard', 'Messages', 'Access', and 'Account Settings'. The 'Account Settings' tab is active, and a sub-menu is open showing 'Credentials / Change Password'. A red box highlights the 'Change Password' button, with a red arrow pointing to it from the right.

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Dashboard Messages Access Account Settings

Credentials / Change Password

Save Cancel

* Old Password:

* New Password:

* New Password Confirmation:

Save Cancel

Enter you current password and then your new password...

Then click "Save"

Enter Current and New Passwords, Click Save

This screenshot shows the password change form. It has three input fields: 'Old Password', 'New Password', and 'New Password Confirmation'. Each field contains a series of dots representing masked text. A green callout box with the text 'Enter you current password and then your new password...' has two red arrows pointing to the 'Old Password' and 'New Password' fields. Below the fields are 'Save' and 'Cancel' buttons. A red box highlights the 'Save' button, and a green callout box with the text 'Then click "Save"' has a red arrow pointing to it. At the top right of the form area, there are also 'Save' and 'Cancel' buttons. The bottom of the page has a dark grey bar with the text 'Enter Current and New Passwords, Click Save'.



Diane DeWitt

- My Dashboard
- Concierge
- Messages 89
- Account Settings
- Logout

... then click "My Dashboard" to return to your dashboard (or home page)

Account Settings

Profile

Credentials / Change Password

Credentials / Change Password

Change Password

* Email:

* Password:

Click Your Name, Click My Dashboard