How do I change my password?

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**"
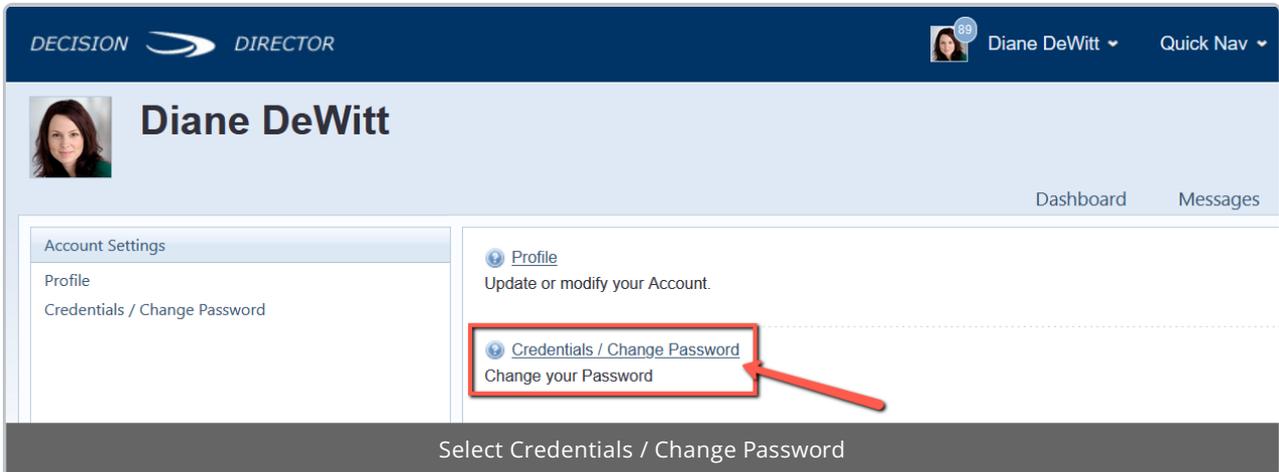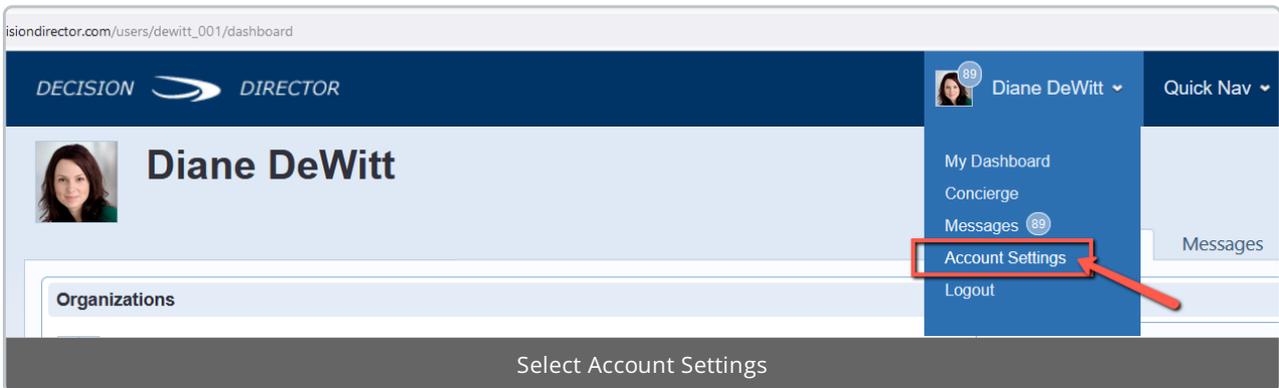
Select Account Settings

Select Credentials / Change Password

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Dashboard   Messages   Access   **Account Settings**

Credentials / Change Password

Change Password

* Email: ddewitt001@dddemo.com

* Password: ******

Select Change Password

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Dashboard   Messages   Access   **Account Settings**

Credentials / Change Password

Save   Cancel

* Old Password: ●●●●●●●●●●●●●●

* New Password: ●●●●●●●●●●●●●●

* New Password Confirmation: ●●●●●●●●●●●●●●

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

Save   Cancel

Then click "Save"

Enter Current and New Passwords, Click Save

DECISION DIRECTOR

Diane DeWitt

Diane DeWitt ▾   Quick N...

Click your name...

My Dashboard
Concierge
Messages 89
Account Settings
Logout

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

Messages   Access   Account Settings

Account Settings	Credentials / Change Password
Profile	
Credentials / Change Password	

Change Password

* Email: ddewitt001@dddemo.com

* Password: ******

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Click Your Name, Click My Dashboard