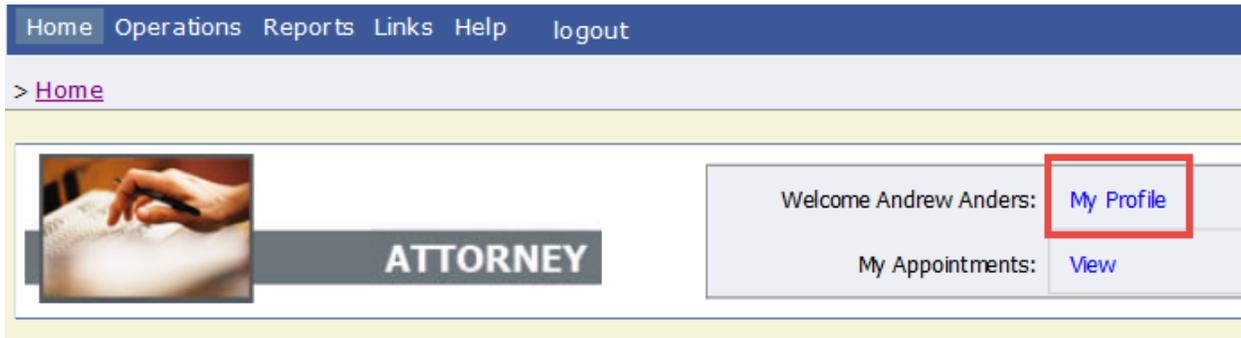


## Changing Your User Name and Password

You can access your user name and password in your profile. The **My Profile** link is near the top of your Home page, and also in the **Help** menu.



From your My Profile page, click **Edit**.



To change your user name, in the **Username** field, type the new user name, and click **change**.

To reset your password, click **Reset**. The screen changes to allow you to enter and confirm the new password. Click **Reset** again.

The screenshot shows a form for changing the password. It has three input fields: 'Username' with the value 'Anders', 'Password', and 'Confirm'. To the right of the 'Username' field is a 'change' link. Below the 'Password' and 'Confirm' fields are red asterisks. At the bottom of the form are 'Reset' and 'cancel' buttons.

If you are locked out of your account, click **Forgot your Login?**. Enter the correct information and you will receive an email with a link to reset your password. The reset link is only valid for 24 hours and can only be clicked once. If you need to click it again, you will receive a new link.

**Forgot your Login?** Please tell us your username and/or email address. We will send you an email to reset your password.

 An email with instructions on how to reset your password was sent to the email address stored on our system.

**IMPORTANT:** The link provided in the password reset email is only valid for 24 hours and can only be accessed one time.

Username:  and/or  
Email: