Starting with version 6.4 of eVoucher, the email address used to create your single login profile will be used to log in to all of your CJA eVoucher accounts. You can modify your full name and email address, change your password and security questions, and view and link your other eVoucher accounts from the Single Login Profile (SLP) link. This job aid describes how to modify your account information and security questions. For instructions on how to view and link your other accounts, see the Linking Accounts job aid.

# Modifying Your Single Login Profile (SLP) Account Information

#### Step 1

Point to the profile icon, and then click the Single Login Profile link.

CJA eV SDSO	'oucher - Traiı Training - Rel	n District C ease 6.4.0	ourt .0			/elcon	ne, David Attorney Single Login Profile
David D	Attorney (Attorn	ney)					Court Profile
Home	Operations	Reports	Links	Help	Sign out		Sign out

#### Step 2

To change your account information; first, middle, or last name; email address; and password; click the **Edit** link.

ingle Login Pro	lile			
Account Information				
First name	Middle name	Last name	Suffix	_
David	D	Attorney	-	

Step 3

Make any changes to your account information and click Save changes.

Account Information				
First name	Middle na	ne	Last name	Suffix
David	D	×	Attorney	-Select- 🜲





Job Aid

# eVoucher 6.4 Single Login Profile (SLP)



#### Step 4

To change your email address, from the same Account Information screen, click the **Edit** link to the right of the email address.

#### **Single Login Profile**

Account Information				-
First name David	<b>Middle name</b> D	Last name Attorney	Suffix -	Edit
Email address aalamay210@gmail.com				Edit

#### Step 5

Make any changes to your email address and confirm those changes. Then click Save changes.

Email address		
daviddattorney	210@gmail.com	
Confirm email a	ddress	
daviddattorney	210@gmail.com	
Cancel		Save changes

As a security measure, an email is sent to your previous email address informing you of a change to your email address on your Single Login Profile (SLP).



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## Step 6

A verification email is sent to your new email address. Click **the link** to verify the new address and to re-sign in to eVoucher.

eVoucher Email Verification	on Request - David D Attorney Inbox x			ē	Ľ
cja_atty@aotx.uscourts.gov	New Email Address	2:23 PM (30 minutes ago)	☆	*	:
Dear David D Attorney, Clic <mark>e <u>the link to</u> verify your new email addr</mark> Regards,	ess. You will be logged out of eVoucher and the next time you log i	n you must use your new email addres:	s and pa	assword	Ĺ.
US Courts The information in this e-mail and in any attachment m	ay contain information which is privileged. It is intended only for the attention and u	se of the named recipient. If you are not the inte	nded reci	ipient, you	z are

**Note:** When creating a new email address, if the email address format is invalid, is already being used on another single login profile, or does not match the confirmation entry, then the original email address is retained on your Single Login Profile (SLP).

### Step 7

To change your password, click the **Edit** link to the right of the password.

First name	Middle neme	Lastasma	Cuttin	
David	D	Attorney	-	
Email address aalamav210@gmail.	com			
Email address aalamay210@gmail.	com			
Email address aalamay210@gmail.	com			

Change your password and confirm your changes. Click **Save changes**.

Password	
•••••	
Confirm password	
•••••	
Cancel	Save changes





A message appears, stating that you have successfully updated your password.



You have successfully updated your password.

**Note:** If you have forgotten the email address used to set up your Single Login Profile (SLP) or are locked out of your account, you must contact your court to unlock the account. For more information, see the Expired Passwords and Locked Accounts job aid.

# **Modifying Your Security Questions**

When you created your Single Login Profile (SLP), you chose three security questions to be asked if you forget your password or are locked out of your account. In the Security Questions section, you can modify those security questions and answers.



To change your security question and its corresponding answer, click the plus (+) icon to expand the Security Questions section.

Password	<u>Edit</u>
Security Questions	•
Linked eVoucher Accounts	+





### Step 2

Select the question(s) you would like to change, and type the new answer. Then click **Save changes**.

Answer 3	
What was your first car?	\$
Question 3	
•••••	
Answer 2	
What was your childhood nickname?	\$
Question 2	
•••••	
Answer 1	
What street did you live on in third grade?	\$
Question 1	
	Show my Answers

By default, your answers are concealed. To view them, click the **Show my Answers** link. You are the only person with access to view the answers to your security questions; other court staff cannot view them.

Security Questions	
Select three security questions and enter your	answers.
1	Show my Answers
Question 1	
What was your childhood nickname?	¢
Answer 1	

You have now successfully updated your account information and security questions.

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