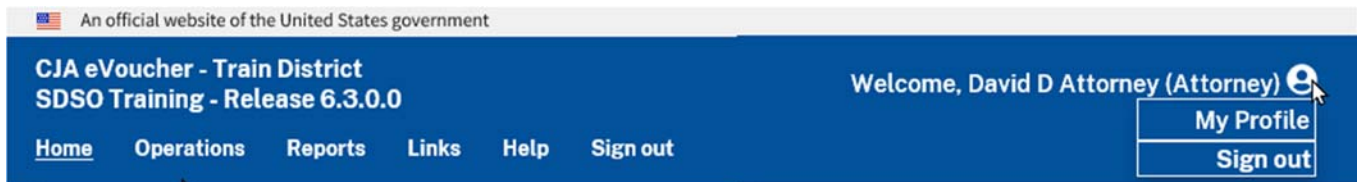
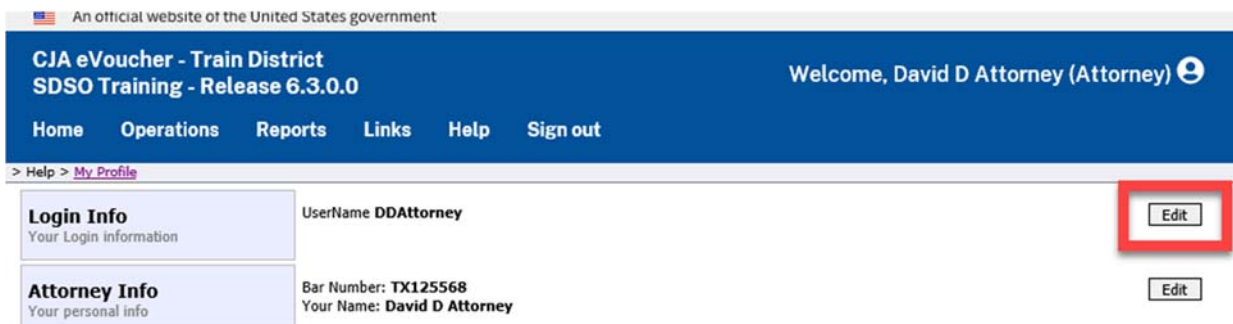


## Changing Your User Name and Password

You can access your user name and password in your profile. Click the **My Profile** link at the top right of your Home page.



From your My Profile page, click **Edit** to the far right of your user name.



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

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

Username  [change](#)

Password  \* [i](#)

Confirm  \*

[cancel](#)

If you have forgotten your user name or are locked out of your account, you must contact your court to unlock your account. For more information, please view the Expired Passwords and Locked Accounts job aid.