

Changing Your Password

If you know your current password:

1. Log in, as described in [Logging In](#).
2. Click your name in the header.
3. Select **Change Password**. The Change Password page appears.
4. Specify your new password and confirm it. (The new password cannot be the same as your previous password. The Change Password page provides additional guidelines.)
5. Click **Submit**. A message appears confirming the change.

If you have forgotten your current password:

1. Navigate to the Login page, as described in [Logging In](#).
2. Click **Forgot Password**. The Forgot Password dialog box appears.
3. Specify your email address and click **Submit**. A confirmation message appears. Click **OK**. If the email address matches the email address you used when you registered, the system sends you a new password.
4. Log in, as described in [Logging In](#), using the new password.
5. Change your password as described above.