

# How To Change Your Password

1. Click on 'Change Account' from the Top Banner



2. Click 'Change Password' link

The screenshot shows the 'Edit a User' form. At the top right of the form area is a link labeled 'Change Password'. Below the link is a large box containing the text 'No Picture on File'. The form contains several input fields and dropdown menus for user information: User Name (TMCIOATOTEST), Last Name (Tester), First Name (TMCIOATO), Middle Name, Service/Rank or Grade, Manager, Company (None), and Image (with a 'Browse...' button). There are also sections for 'Phone Numbers' and 'Emails' at the bottom.

3. Fill in appropriate items and select 'OK'

The screenshot shows a dialog box titled 'Change Password for TMCIOATOTEST'. It has a 'New Password' section with the instruction: 'Enter your old password and a new password. Confirm your new password to make sure you entered it correctly. Passwords are case-sensitive.' Below this instruction are three input fields: 'Old Password', 'New Password', and 'Confirm New Password'. The 'User Name' field is pre-filled with 'TMCIOATOTEST'. There are 'OK' and 'Cancel' buttons at the top right of the dialog box.

Enter Current Password in first box.

Enter New Password in remaining two boxes