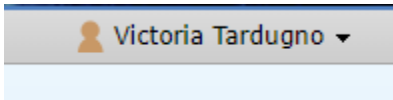
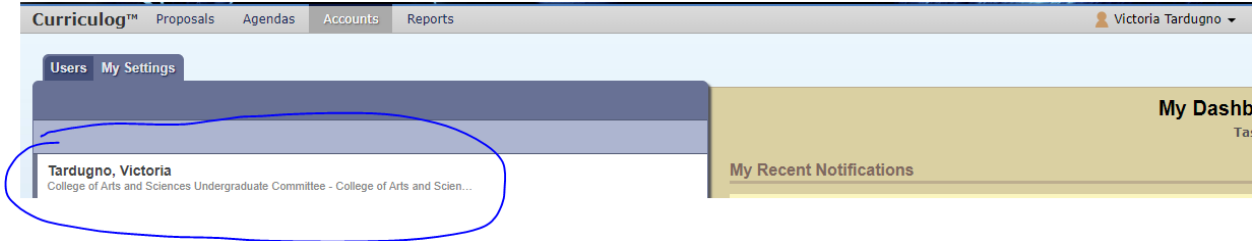


How to change your Password

Step 1. After you sign in, look at the top right of your screen and hover the cursor over your name.



Step 2. Click My Settings. You will then see your name on the left of the screen. Click on your name.



Step 3. After you click on your name, a new window will slide onto the right of your screen. Look under Personal Information to view where to change your password. Please press "Save Personal Information" after changing your password.

A screenshot of the user profile settings page. The page is titled "Tardugno, Victoria" and is divided into three main sections: "Personal Information", "Roles", and "User Rights".
Personal Information
This section contains several input fields: "First Name" (Victoria), "Last Name" (Tardugno), and "Email" (vcrynlds@memphis.edu). Below these fields is a "Password" field with a "Change Password" button next to it. At the bottom of this section are two buttons: "Save Personal Information" and "Cancel".
Roles
This section is titled "Chosen Roles" and contains a list of roles with a scroll bar on the right. The roles listed are: "College of Arts and Sciences Undergraduate Committee", "College of Arts and Sciences Undergraduate Dean", "College of Arts and Sciences Graduate Committee", "College of Arts and Sciences Graduate Dean", and "College of Arts and Sciences Graduate Associate Dean".
Committees
This section contains a list of committees with their respective roles. The committees listed are: "College of Arts and Sciences Undergraduate Committee" with the role "* agenda administrator" and "College of Arts and Sciences Graduate Committee" with the role "* agenda administrator".
User Rights
This section contains a note: "Note: Disabled fields indicate that certain user preferences are being maintained at the system level. Please contact an administrator if you would like to change one of these preferences." Below the note is a "Permissions" section with three checked checkboxes: "Can Originate Proposals", "Can Import", and "System Administrator". Below the checkboxes are several dropdown menus: "Originator" (Get all messages for user's proposals), "Email Options" (All Emails), "Process" (Send messages for proposals in which I am involved onl), and "Signature Steps" (Use Electronic PINS for signature steps). At the bottom of this section is a "Signature Pin" field with a "View Pin" button. At the very bottom of the page are two buttons: "Save Preferences" and "Cancel".