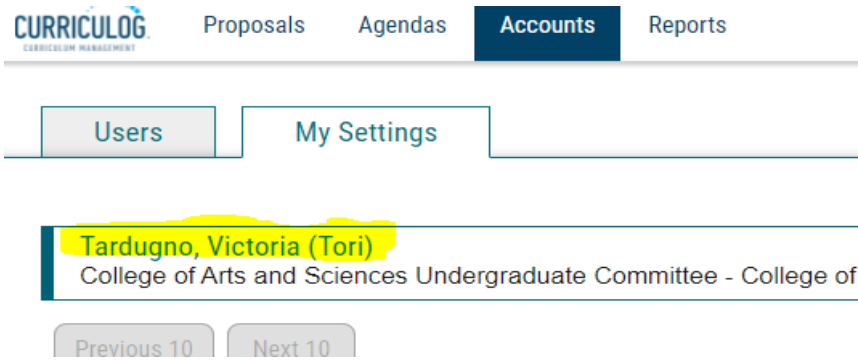


# How to Change Your Password

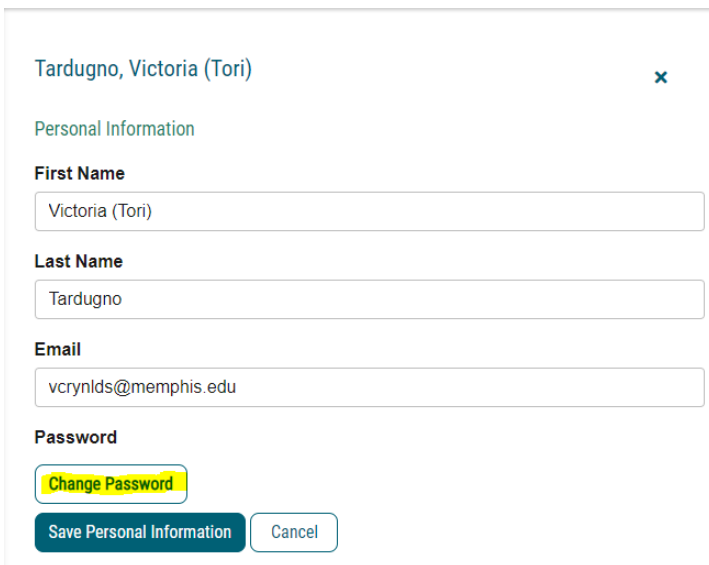
Step 1. After you sign in, look at the top right of your screen and hover the cursor over your name.



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. Click on "Change Password".



Step 4. Fill out the fields and click on "Update Password".

## Change Password

To change your password, please enter your current password. Then enter your new password in the new password field and the confirm password field.

**Current Password:**

**New Password:**

**Confirm Password:**

## How to Change Your Password

Step 5. Click “Yes” to change your password.

### Warning

Are you sure you want to change your password?

Step 6. Please click on “Save Personal Information” to further save your new password.

Tardugno, Victoria (Tori) ✕

#### Personal Information

##### First Name

Victoria (Tori)

##### Last Name

Tardugno

##### Email

vcrynlds@memphis.edu

##### Password