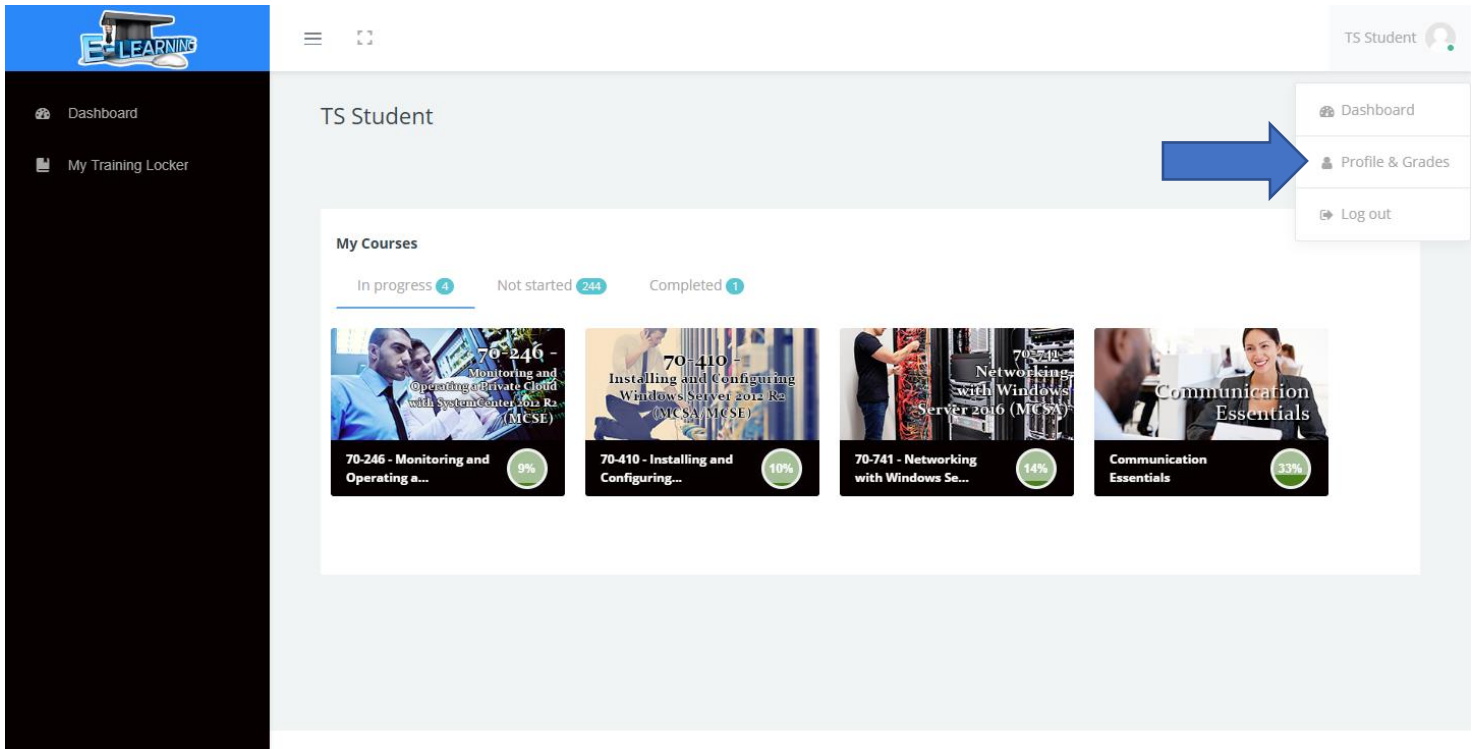
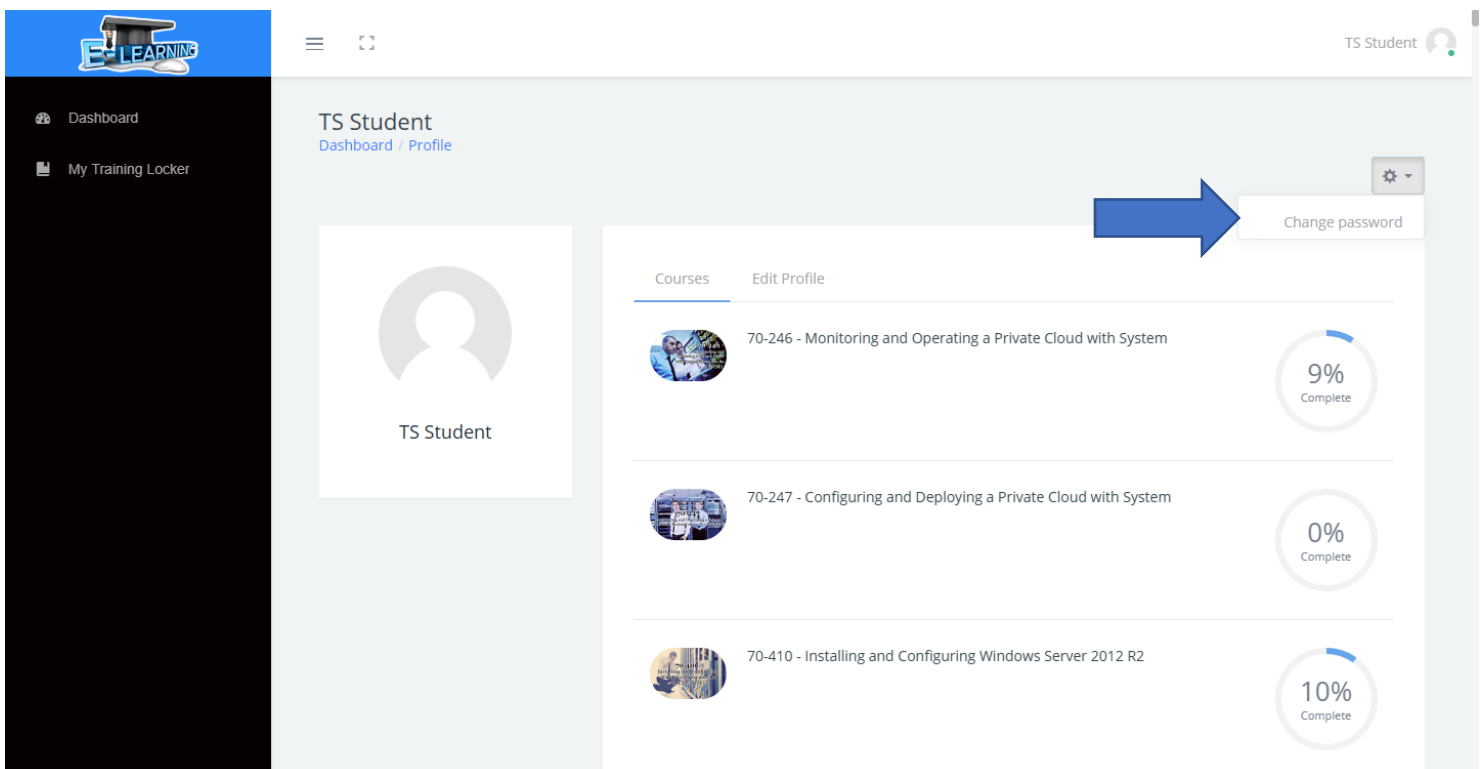


Changing a User's Password

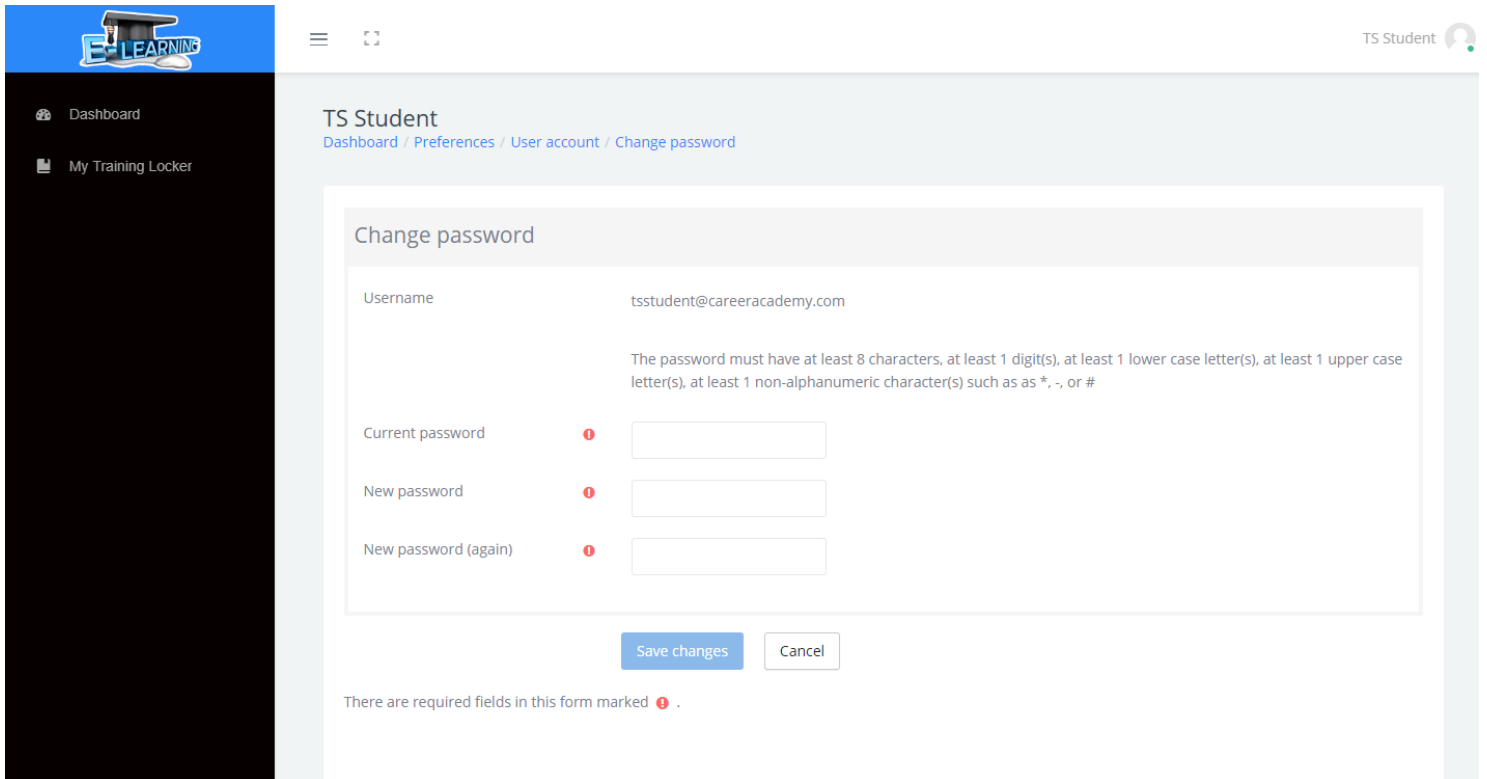
1. Once logged in, click on your user account name located on the right-hand side of the screen. From the drop down click on "Profile and Grades"



2. Click on the "actions" button on the right-hand side, then click "change password".



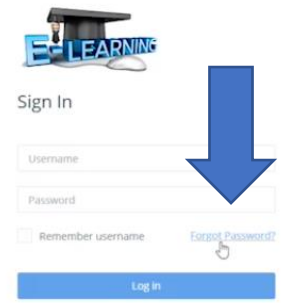
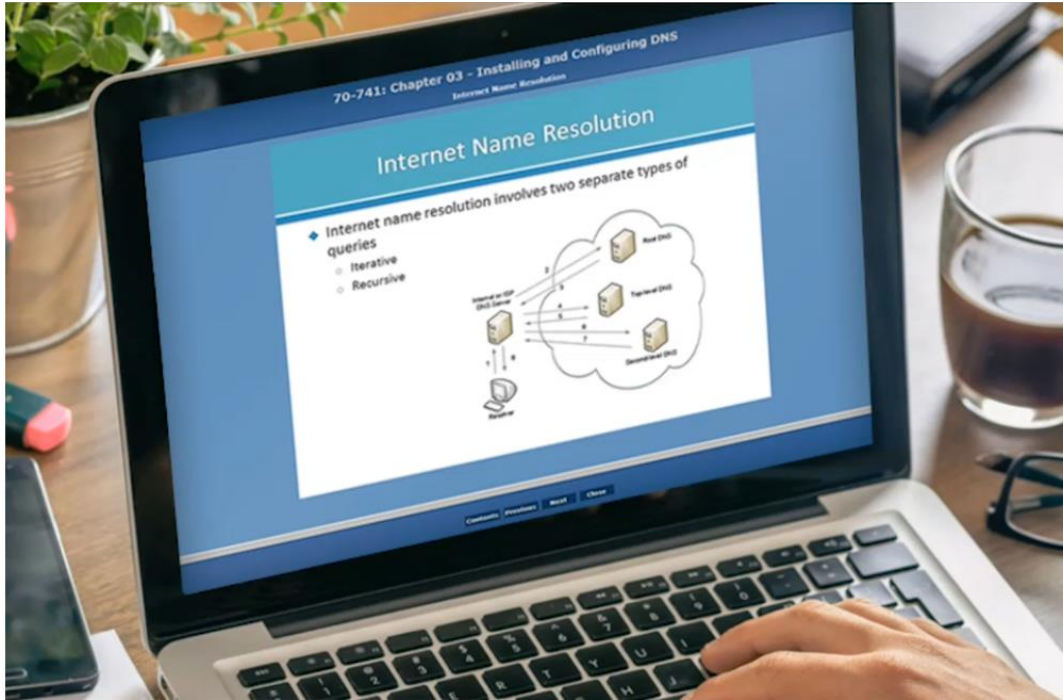
3. Fill out the on screen prompts then click "Save changes". Once done your password will be reset.



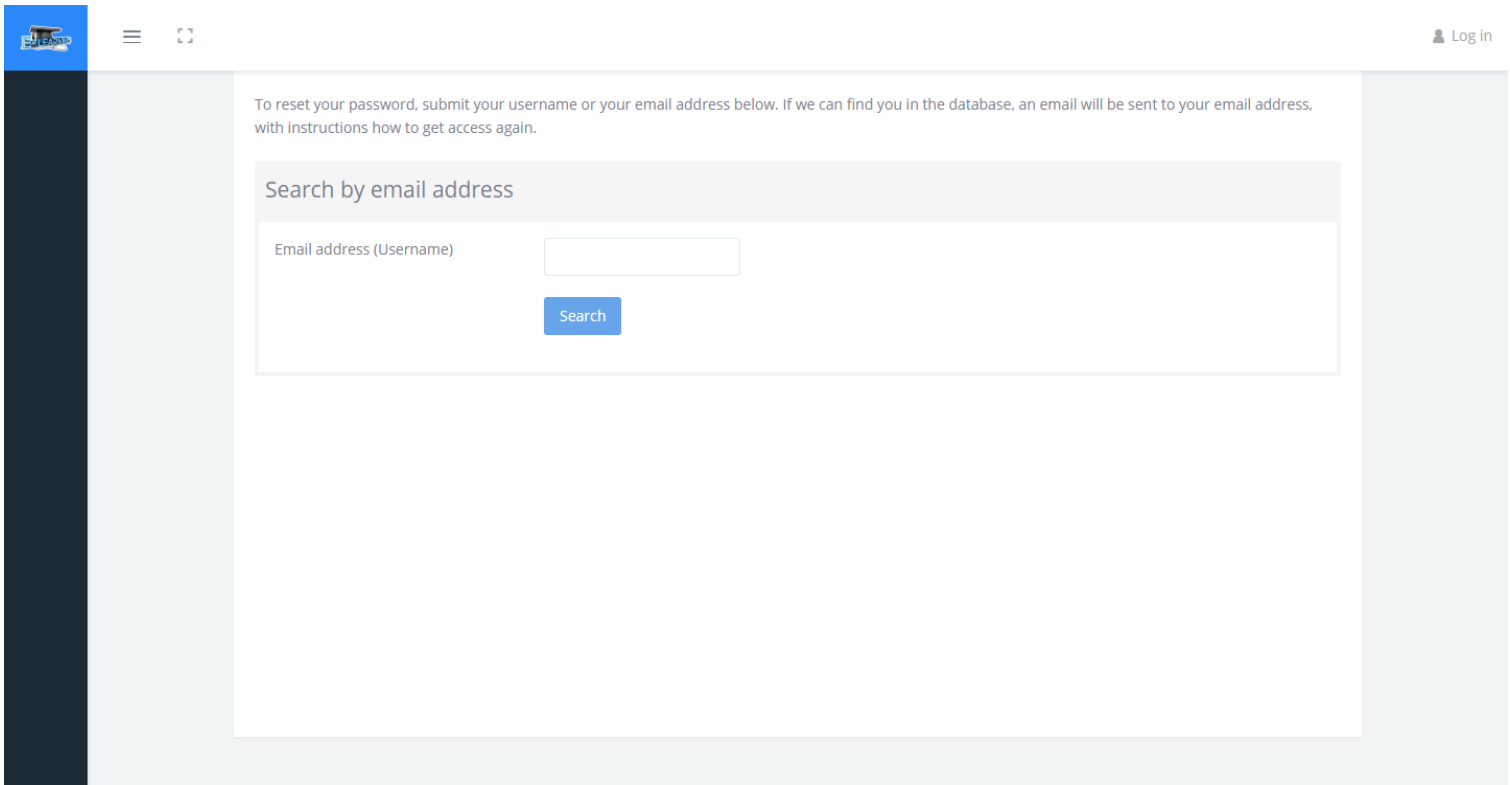
The screenshot shows a web application interface for a 'TS Student'. On the left is a dark sidebar with 'E-LEARNING' at the top and menu items 'Dashboard' and 'My Training Locker'. The main content area is light gray and contains the 'Change password' form. The form has a title 'Change password' and a sub-header 'TS Student' with a breadcrumb trail: 'Dashboard / Preferences / User account / Change password'. The 'Username' field is pre-filled with 'tsstudent@careeracademy.com'. Below this is a password strength requirement: 'The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #'. There are three input fields: 'Current password', 'New password', and 'New password (again)'. Each field has a red error icon to its left. At the bottom of the form are two buttons: 'Save changes' (blue) and 'Cancel' (white). Below the form, a message reads: 'There are required fields in this form marked [red error icon]'.

Another way a user can change their password is to utilize the “Forgot Password” link on the site login page.

1. Click “Forgot Password”.



2. Enter an accurate email address and click “Search”.



3. The user will be sent an automatic email from the system giving them steps on how to change their password. Follow the steps and a user will be able to change their password directly.

