

## How to change your password:



- You will find the option of changing your password from the home screen.

- Click on 'Change My Password' and the following screen will appear:

The screenshot displays the 'Change Password' form. At the top, it shows the portal's logo and navigation links: 'Favorites', 'Main Menu', and 'Change My Password'. The form title is 'Change Password'. It displays the user's 'User ID: 12345' and 'Description: STUDENT\_IOBM'. There are three input fields: '\*Current Password:', '\*New Password:', and '\*Confirm Password:'. A red rectangular box highlights the 'Change Password' button at the bottom of the form.

- Enter your current password in the 'Current Password' field.

- Enter the new password that you want to keep in the 'New Password' field. The new password must be different from the current password of your portal.

- Confirm your new password by re-entering it in the 'Confirm Password' field.

- Click on 'Change Password' button to finish the process of password change.