Changing Your Username and Password

Your username and password can be accessed in your profile. You will find a My Profile link to your profile near the top of your Home page and can also find a link under the Help menu.

Home Operations Reports Links Help logout		
> <u>Home</u>		
	Welcome Andrew Anders:	My Profile
ATTORNEY	My Appointments:	View

From your My Profile page, click Edit.

Home Operations Re	eports Links Help	logout	
> Help > <u>My Profile</u>		Welcome Andrew Anders (Attorn	ney)
Login Info Your Login information	UserNa	ame Anders	

To change your user name, in the **Username** field, type the new user name, and click **change**.

To reset your password, click Reset. The screen will change to allow you to enter and confirm the new password. Click Reset again.

Username Anders	change
Password	*
Confirm	*
	Reset cancel

