

Changing your Password

To change your password you will need to sign in to your Account and click on the **My Account** link.

The screenshot shows the homepage of the Professional Development Online Registration system. On the left is a dark blue sidebar with 'QuickLinks' containing a 'sign in' button, 'New Users - click to create an account', 'Home', 'Search Types' (with links for keyword search, sessions, and conferences), and 'User Account Information' (with links for professional record and 'My Account'). The main content area has a header with 'Welcome to Professional Development Online Registration', a search bar, and a 'Create an Account' section with three bullet points: 1) Click Sign In, then use Click here to create a new account link. 2) Complete the form and click Save Record. 3) Make note of your email address and password. On the right, there are 'Upcoming Sessions' for Monday 3/28/2016 and Friday 4/1/2016 with various links.

User Account

Select the **Change your password** link to change your password

The screenshot shows the 'My Account' page. It features a 'Primary Email:' label above a text input field containing 'administrator'. Below the input field are two links: 'Change primary email address...' and 'Change password', with the latter link highlighted by a red box.

Enter your email address/user name into the Email Address field

- Enter your current password into the Current Password field
- Enter your new password into the New Password field
- Renter your new password into the Confirm New Password field
- Click the **Change Password** button

My Account - Password Management Registration Cart: [0 items](#)

To change your password, you need to provide the information below. Once you have entered the data required, click on the 'Change Password' button located at the bottom of this page.

Email Address:

Current Password:

What should your new password be?

New Password: Choose your new password carefully. We recommend using a password that has at least 5 characters that are alpha-numeric.

Confirm New Password:

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Your password has now been changed.

|||||

Your password has been changed!