

# 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. At the top right, it says "Home" and "Registration Cart: 0 items". A dark blue banner reads "Welcome to Professional Development Online Registration". Below the banner is a search bar with the text "Search by Session ID or Keyword" and a "submit" button. The main content area is divided into two columns. The left column, titled "QuickLinks", contains a "sign in" button (highlighted with a red box), a "Home" link, "Search Types" (including "Search by Keyword", "Calendar of Sessions", and "Conferences"), and "User Account Information" (including "Professional Development Record" and "My Account" which is highlighted with a red box). The right column, titled "Find a Session", lists three search options: "Click the Search link on the left to search by topic.", "Click Calendar of Sessions to search by date.", and "Click Conferences to see a list of multi-session events." To the right of this section is an "Upcoming Sessions" list with two entries: "Thursday 7/17/2014 Child Abuse Issues for Educators Administration, Rm 203" and "Tuesday 7/22/2014 escWorks Training Administration, RM 103", with a "more sessions..." link.

## User Account

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

The screenshot shows the "My Account" page. At the top, it says "My Account" with a dotted line underneath. Below this are several form fields: "Primary Email:" with a text input field and a link "Change primary email address..." (highlighted with a red box); "Change password..." (highlighted with a red box); "Secondary Email:" with a text input field; "Salutation" with a dropdown menu showing "Please select a salutation..."; "Last Name:" with a text input field; "First Name:" with a text input field; and "Middle Name:" with a text input field.

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.

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**Your password has been changed!**