

HOW TO CHANGE USERNAME

Step 1: To change your username, select “Change Password or Username” from the Information tile.



Information

Address and
Contact
Information

Change Password
or Username

Step 2: Select “Change”

Update Your Password

(Last Changed 02/05/2016)

Username
05106L099

CHANGE Current Password

New Password Confirm New Password

Valid Passwords:

1. Passwords must be 8 to 20 characters in length.
2. Passwords should be alphanumeric and must contain at least 1 number (0-9) OR at least 1 special character (!@#\$%^&*()-+=).
3. Passwords are case sensitive. Please check the status of your Caps Lock key before updating.

CANCEL UPDATE PASSWORD

- Please note that if you change your username, it must be changed to a valid email address that you have access to in order for the system to send you a confirmation email.

Step 3: After you have changed your Username, hit “Update Username.”

Current Username
0T578A0JN

New Username



CANCEL

UPDATE USERNAME