

# Password Reset

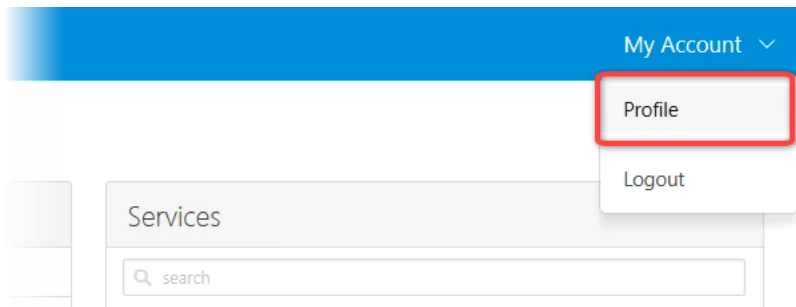
## PROFILE

The Profile contains the administrator password.

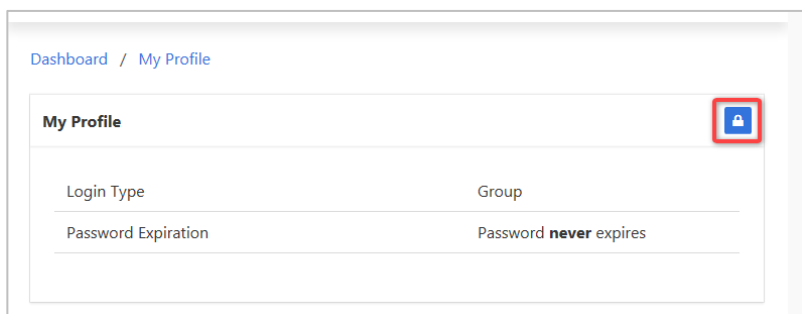
## PASSWORD


Passwords must be of at least six characters in length, include at least one number, one uppercase character and one lowercase character. It also cannot contain the Login ID. Any password entries that are not correct will result in an error message.

1. Select **Profile** from the **My Account** menu.



2. Click .

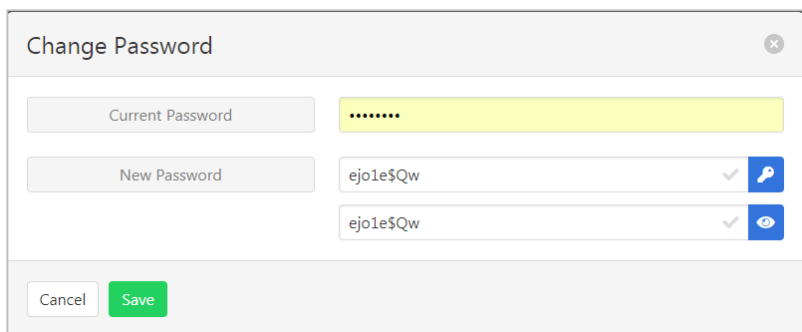


3. Enter the Current Password.
4. Click  to Generate Random Passcode.

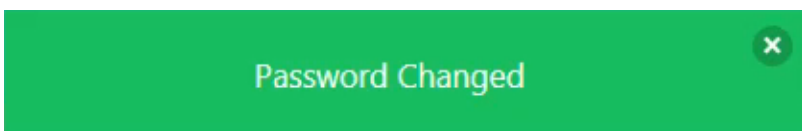
**Password** and **Repeat Password** are entered automatically.

Click  to hide/unhide number entries.


5. Click .

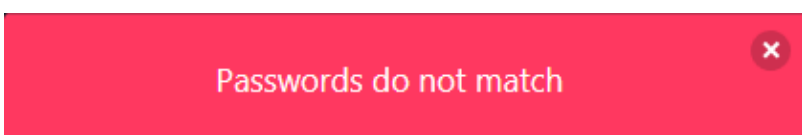


A confirmation banner will be displayed



**Note:** If the entered passwords do not match a warning banner is displayed.

If the passwords are too short or a field is not completed the  button will not be active.



# LOGOUT

Select **Logout** from the **My Account** menu.

