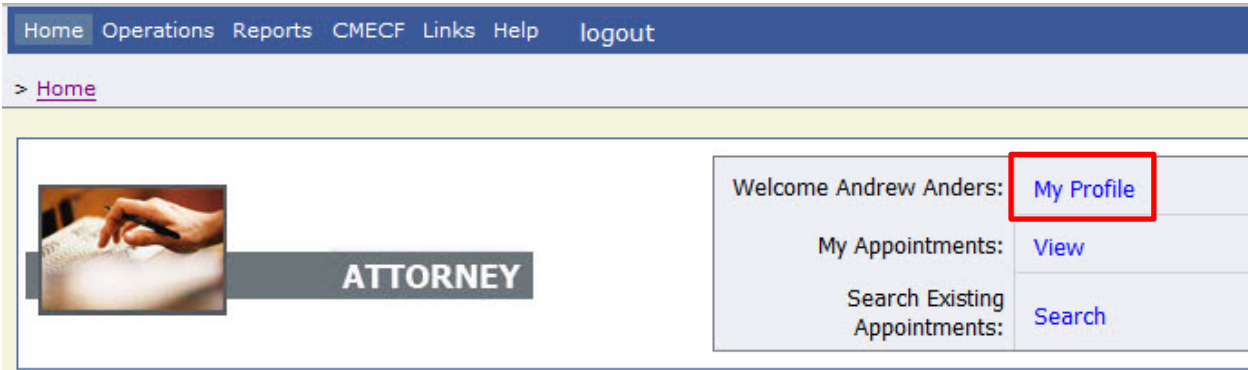


## Changing Your Username and Password

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



The screenshot shows a user interface with a dark blue navigation bar at the top containing links for Home, Operations, Reports, CMECF, Links, Help, and logout. Below the navigation bar is a light gray breadcrumb trail with '> Home'. The main content area features a profile card on the left with a photo of hands writing on a document and the title 'ATTORNEY'. To the right of the profile card is a user information panel with the following items: 'Welcome Andrew Anders:' with a 'My Profile' link highlighted in a red box; 'My Appointments:' with a 'View' link; and 'Search Existing Appointments:' with a 'Search' link.

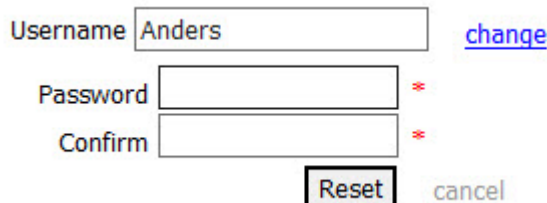
From your Profile Page, click the Edit button to the right of the Login Info.



The screenshot shows the 'Login Info' section with the subtext 'Your Login information'. To the right of this section are two input fields: 'Username' containing 'Anders' with a 'change' link to its right, and 'Password' containing '\*\*\*\*' with a 'reset' link to its right.

To change your Username, type the new Username and click [change](#).

To reset your password, Click [reset](#). The screen will change to allow you to enter and confirm the new password. Click the Reset button.



The screenshot shows the password reset form. It includes a 'Username' field with 'Anders' and a 'change' link. Below it are two 'Password' fields, one for the new password and one for confirmation, each with a red asterisk to its right. At the bottom of the form are two buttons: 'Reset' (highlighted with a black border) and 'cancel'.