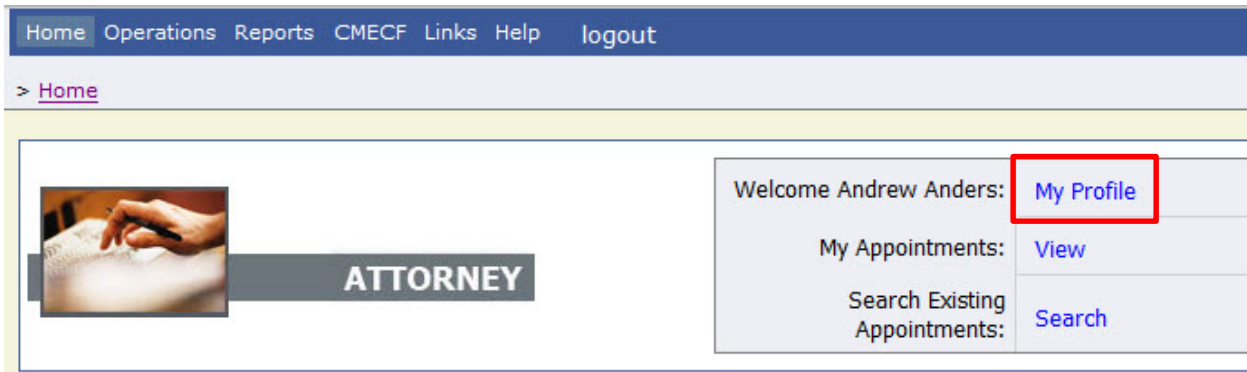


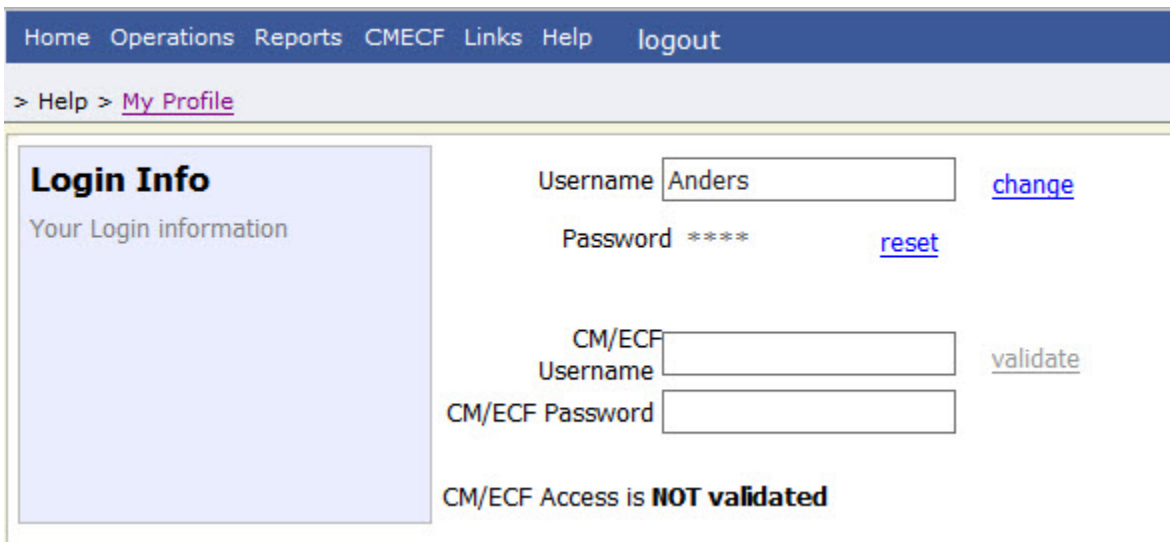
## Changing Your Username and Password

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 the top navigation bar with links: Home, Operations, Reports, CMECF, Links, Help, and logout. Below the navigation bar, there is a breadcrumb trail: > Home. The main content area features a profile section on the left with a photo of a hand signing a document and the word 'ATTORNEY' in a grey box. On the right, there is a 'Welcome Andrew Anders:' message. Below this, there are three rows of links: 'My Profile' (highlighted with a red box), 'My Appointments: View', and 'Search Existing Appointments: Search'.

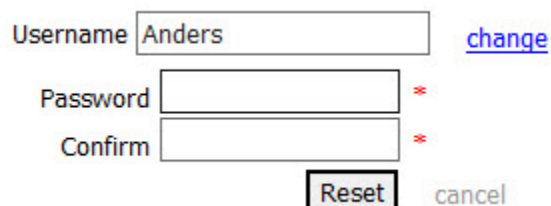
From your Profile Page, click the Edit button to the right of the Login Info.



The screenshot shows the 'My Profile' page. The navigation bar is the same. The breadcrumb trail is > Help > My Profile. The main content area has a 'Login Info' section on the left with the text 'Your Login information'. To the right of this section, there are three rows of input fields and links: 'Username Anders' with a 'change' link, 'Password \*\*\*\*\*' with a 'reset' link, and 'CM/ECF Username' with a 'validate' link. Below these, there is a 'CM/ECF Password' field and a message 'CM/ECF Access is NOT validated'.

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 has three input fields: 'Username Anders' with a 'change' link, 'Password' (empty), and 'Confirm' (empty). Below the 'Confirm' field, there is a 'Reset' button (highlighted with a black box) and a 'cancel' link.