

OVERVIEW

Passwords can be manually changed once logged into Smart Assessor, within the profile area there is the ability to change your password to something that is more relevant or more memorable.

PREPARATION

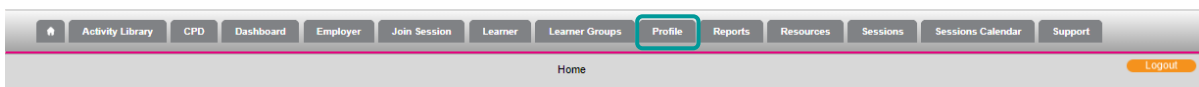
For each role the location of change password feature differs on the profile page.

USER RESTRICTIONS

All user roles can change a password.

DETAILS

1. Click Profile tab



2. Select Edit Password button, enter old password and enter new password then press save password



A screenshot of the 'Change Password' form. The form has a title 'Change Password' and three input fields: 'Old password', 'New password', and 'Confirm new password'. At the bottom left, there are two buttons: 'Cancel' (red) and 'Save Password' (green). At the top right, there are two buttons: 'Update' (green) and 'Edit Password' (orange). The 'Edit Password' button is highlighted with a red box.