

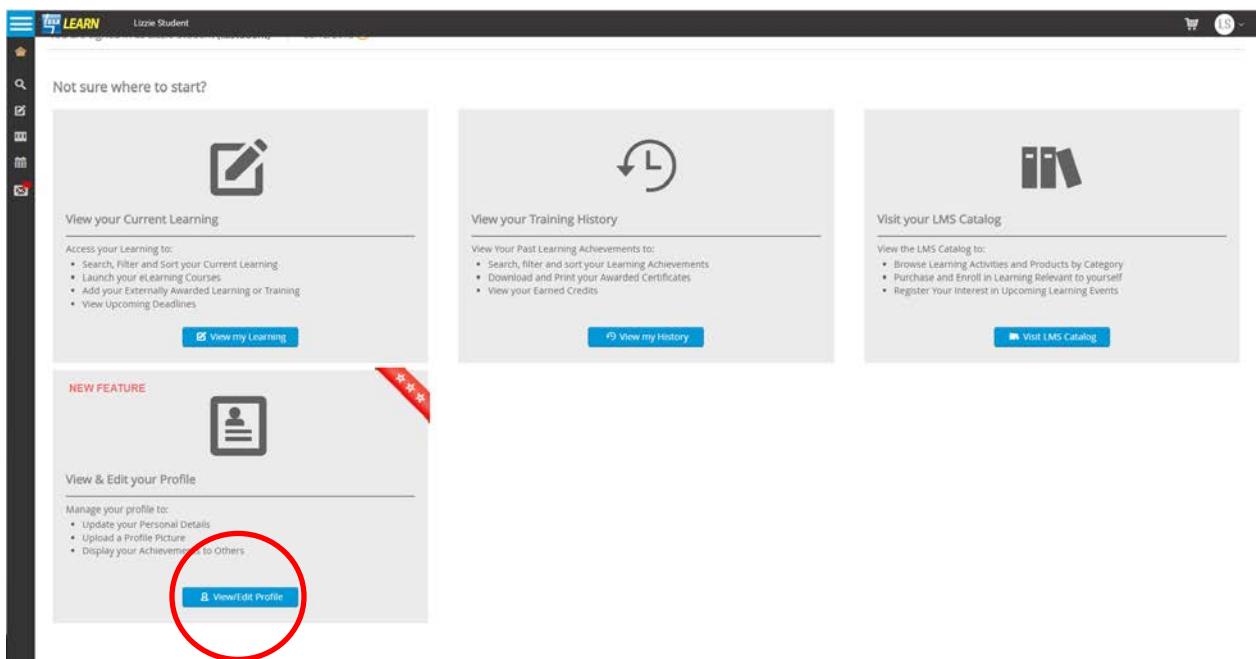
Changing Your Password – EGSA E-Learning System

Quick steps:

1. Click on the “View/Edit Profile” link from the home page of the E-Learning site after logging in.
2. Click “Edit Profile” in the top right corner of the page.
3. Click “Settings” on the top center of the page.
4. Select “Change my password” from the top.
5. Type in your new password and click Update.

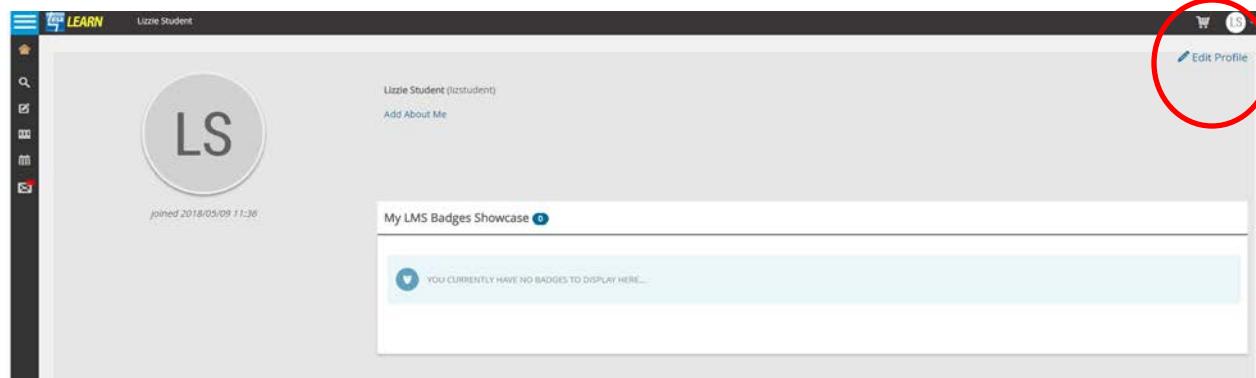
Instructions with screen shots:

Click on the “View/Edit Profile” link from the home page of the E-Learning site after logging in.



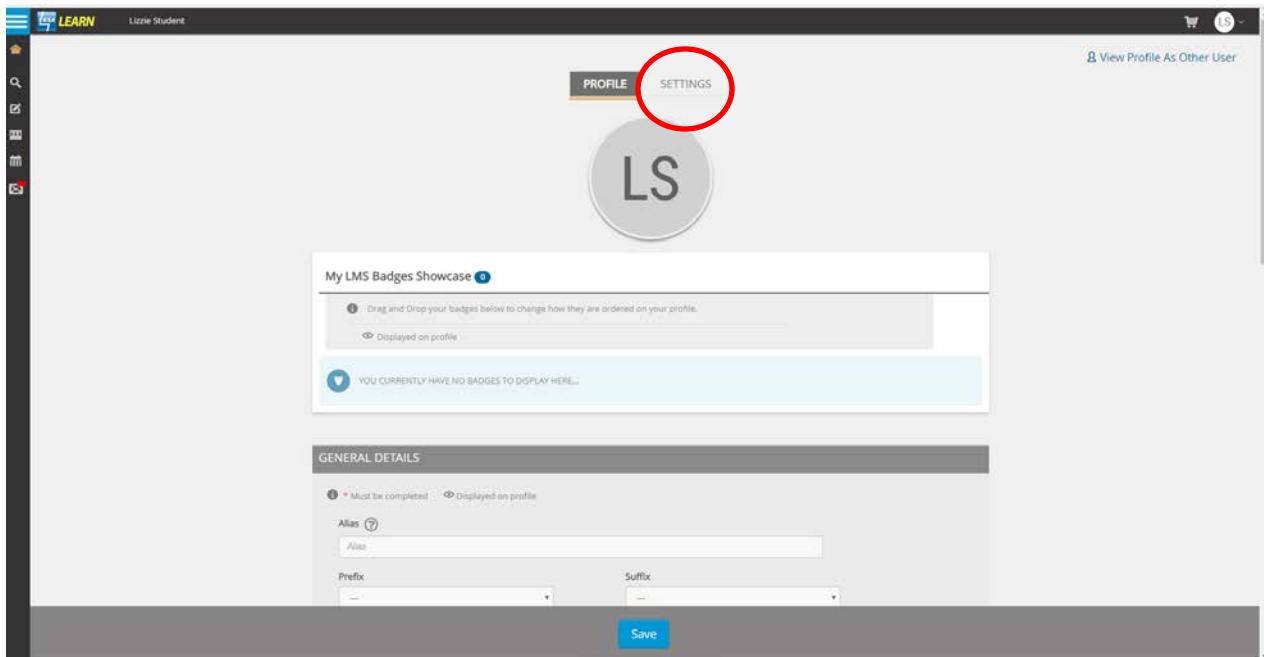
The screenshot shows the EGSA E-Learning System home page. On the left, there is a sidebar with various icons. The main content area is divided into three sections: "View your Current Learning", "View your Training History", and "Visit your LMS Catalog". Below these is a "NEW FEATURE" section with a "View & Edit your Profile" button. A red circle highlights this button, indicating it should be clicked to proceed.

Click “Edit Profile” in the top right corner of the page.

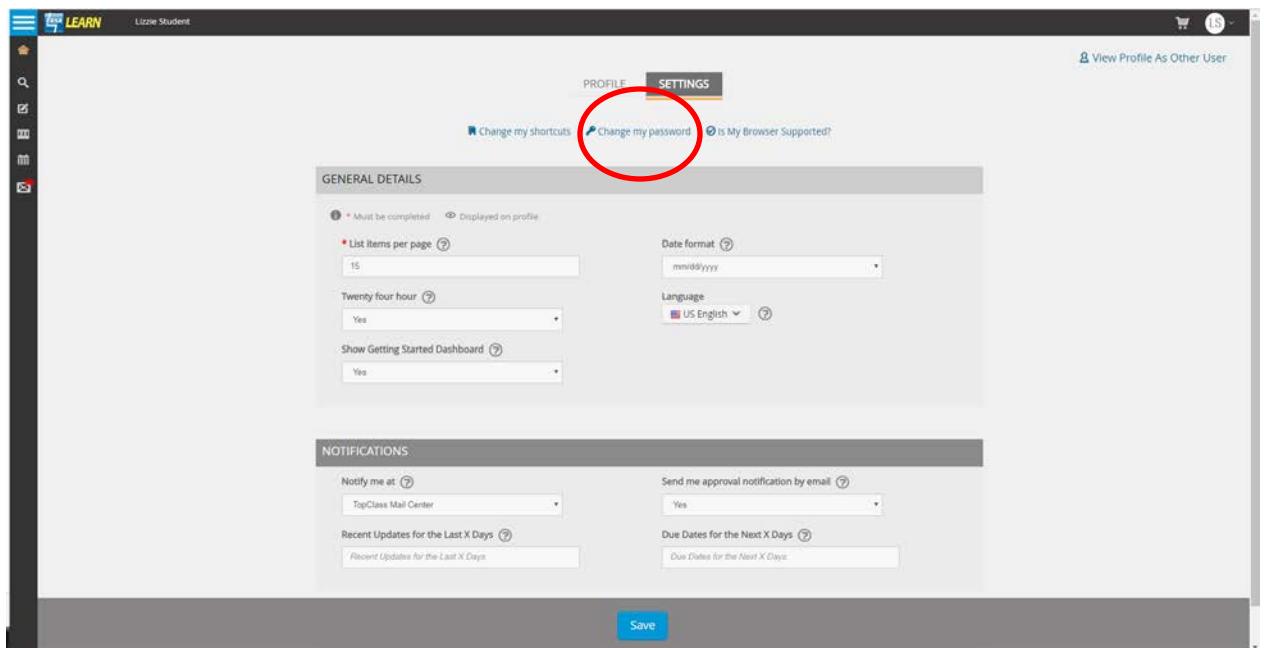


The screenshot shows the EGSA E-Learning System profile page for a user named "Lizzie Student (lizzstudent)". The top right corner of the page has an "Edit Profile" button, which is circled in red. The rest of the page displays the user's profile information, including their profile picture, name, and a message indicating they have no badges to display.

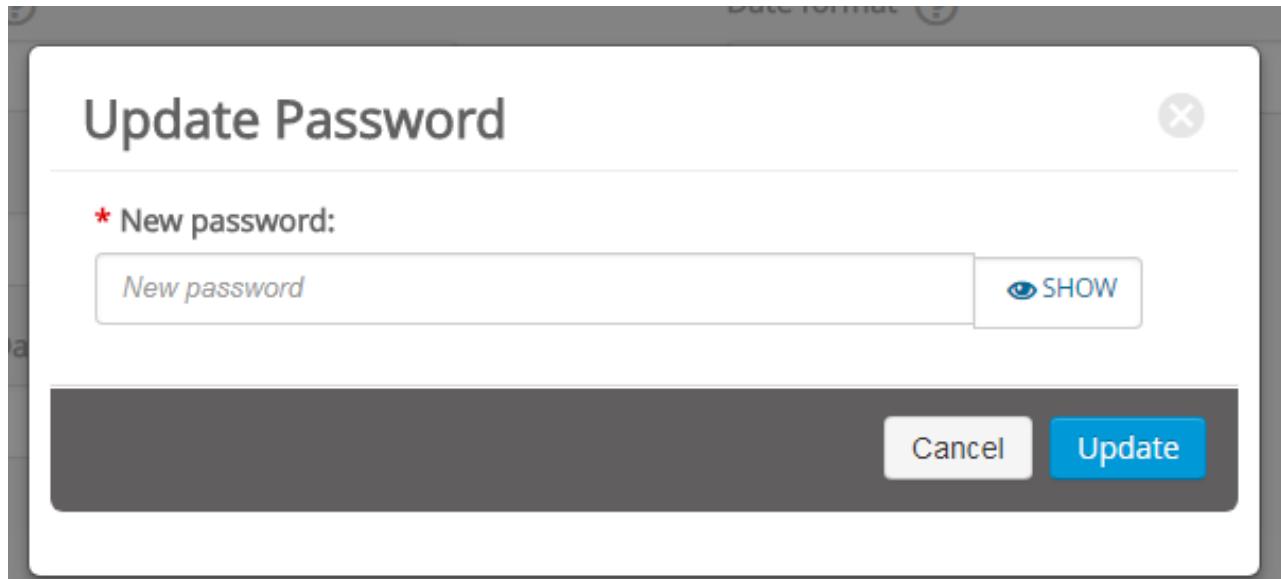
Click “Settings” on the top center of the page.



Select “Change my password” from the top.



Type in your new password and click Update.



A screenshot of a 'Update Password' dialog box. The title 'Update Password' is at the top left. A close button (X) is at the top right. Below the title is a label 'New password:' with a red asterisk. To the right of the label is a 'SHOW' button with an eye icon. A text input field contains the placeholder 'New password'. At the bottom right of the dialog are 'Cancel' and 'Update' buttons. The 'Update' button is blue.

Update Password

* New password:

New password

SHOW

Cancel Update