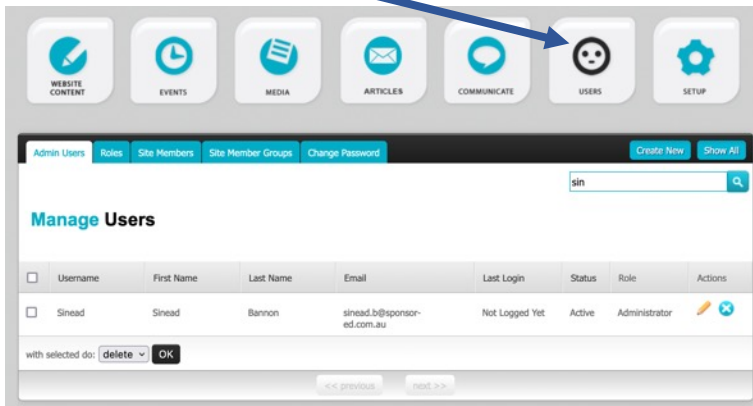


Updating your username/password

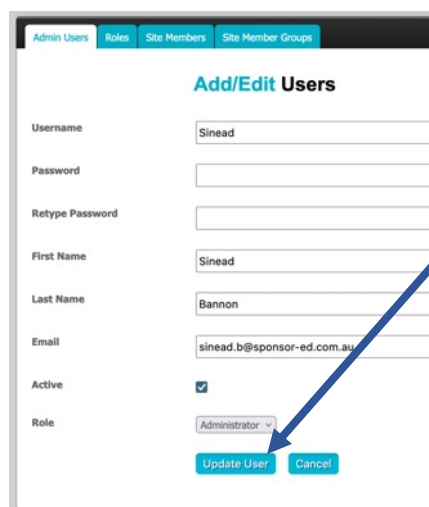
- Login to your site using your existing username/password.
- The admin area of your site your school website URL/admin
- Click on **USERS**



- Click on the **pencil** icon beside your details.



- Change your username and/or password then click **Update User**



The screenshot shows the 'Add/Edit Users' form. The fields are filled with the user's current details: Username: Sinead, Password: (empty), Retype Password: (empty), First Name: Sinead, Last Name: Bannon, Email: sinead.b@sponsor-ed.com.au, Active: , Role: Administrator. A blue arrow points to the 'Update User' button.

Username: Sinead
Password:
Retype Password:
First Name: Sinead
Last Name: Bannon
Email: sinead.b@sponsor-ed.com.au
Active:
Role: Administrator