

## Changing Passwords:

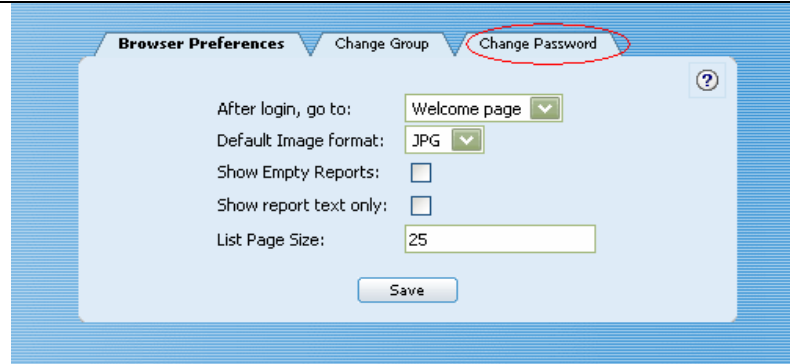
You can change your password whenever needed (but see the note below). Depending on options set by a Vista Plus Administrator, you may be required to change it from time to time.

To change your password:

1. Select **Options** from the top bar.
2. Type a new password in the **New Password** field. This *must* be different than the old password.



3. Click **Change Password**.



4. Type your current password in the **Old Password** field.
5. Type your new password again in the **Confirm New Password** field.
6. Click **Save**. The new password is saved on the Vista Plus server. Use this password the next time you log in.

