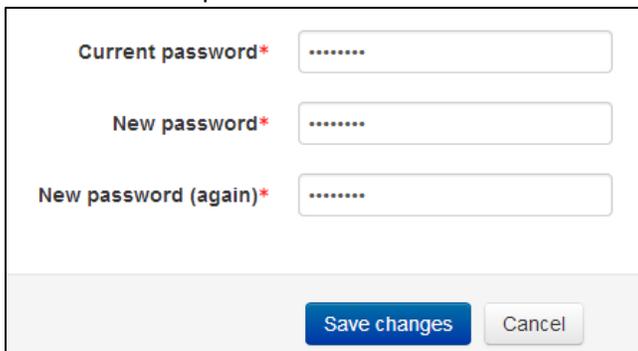


How to Change Your Password

You may wish to change your password to something more personal or easier to remember. These steps will help you change your password quickly and simply.

Note: You will not be able to alter your password if your school uses an authentication system to generate passwords and accounts. Any change you make to your username or password will not be saved. You will need to contact your on-campus IT department to have changes made if your school uses an authentication system.

1. Log in to the Moodle portal.
2. Locate the **Administration** block on the page and expand the **My profile settings** menu. Click **Change password**.
3. The **Change password** page will load; enter your current password, new password, and then reenter the new password.



Current password*

New password*

New password (again)*

4. Click **Save changes** at the bottom of the page to save your new password.