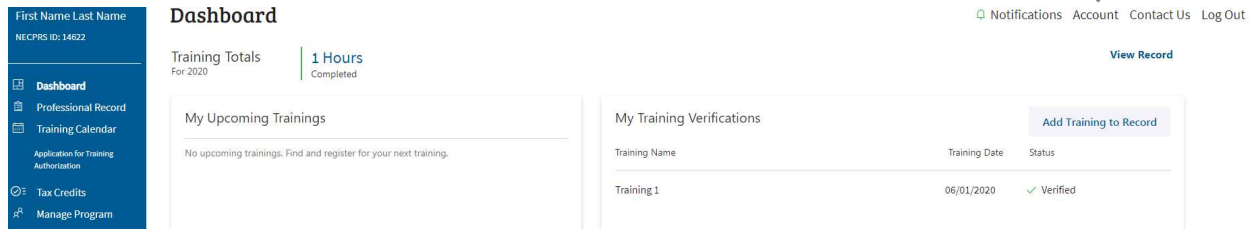


HOW TO UPDATE YOUR EMAIL & PASSWORD

- From your Dashboard, click the *Account* link.



First Name Last Name
NECPRS ID: 14622

Dashboard

Professional Record
Training Calendar
Application for Training Authorization
Tax Credits
Manage Program

Dashboard

Training Totals
For 2020

1 Hours
Completed

My Upcoming Trainings

No upcoming trainings. Find and register for your next training.

My Training Verifications

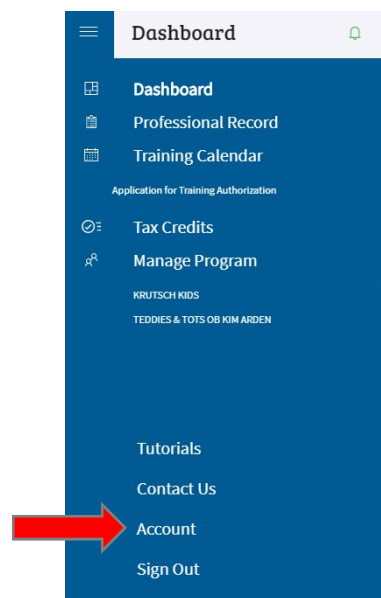
Add Training to Record

Training Name	Training Date	Status
Training 1	06/01/2020	✓ Verified

Notifications Account Contact Us Log Out

[View Record](#)

Mobile view



Dashboard

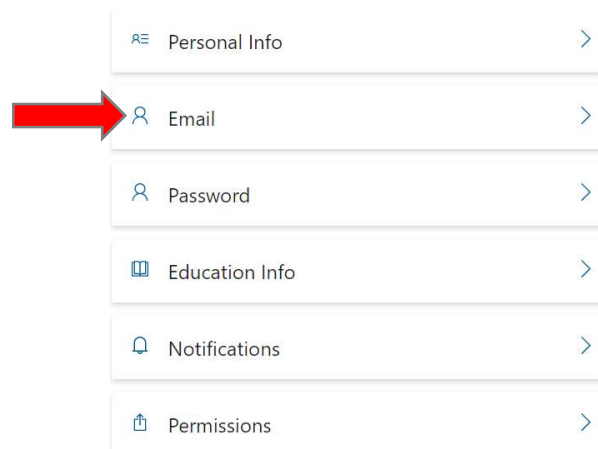
Dashboard
Professional Record
Training Calendar
Application for Training Authorization
Tax Credits
Manage Program

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TEDDIES & TOTS OB KIM ARDEN

Tutorials
Contact Us
Account
Sign Out

Updating your Email

- Select the *Email* option under *Account Info*



Personal Info

Email

Password

Education Info

Notifications

Permissions

- Your current email address is listed in the *Email* box.
- Enter your new email address in the *New Email & Confirm Email* boxes.
- When you are done, click *Save*.

Change Email

Email

New Email*

Confirm Email*

Save

Updating your Password

- Select the *Password* option under *Account Info*

Account Info

- ☰ Personal Info >
- 👤 Email >
- ➔ 👤 Password >
- 📖 Education Info >
- 🔔 Notifications >
- 🔑 Permissions >

- Type your old password in the *Old Password* box.
- Enter your new password in the *Password & Confirm Password* boxes.
 - Clicking the eye shape icon allows you to see what you are typing.
 - Keep in mind the password must contain at least 10 characters and 3 of the 4 character types listed:
 - Lowercase
 - Uppercase
 - Numbers
 - Symbols
- When you are done, click *Save*.

Change Password

Old Password*

Password*

Confirm Password*

Save