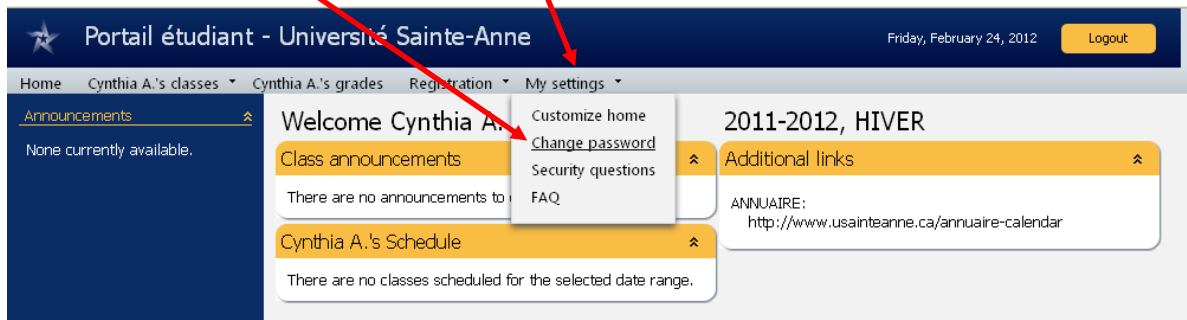


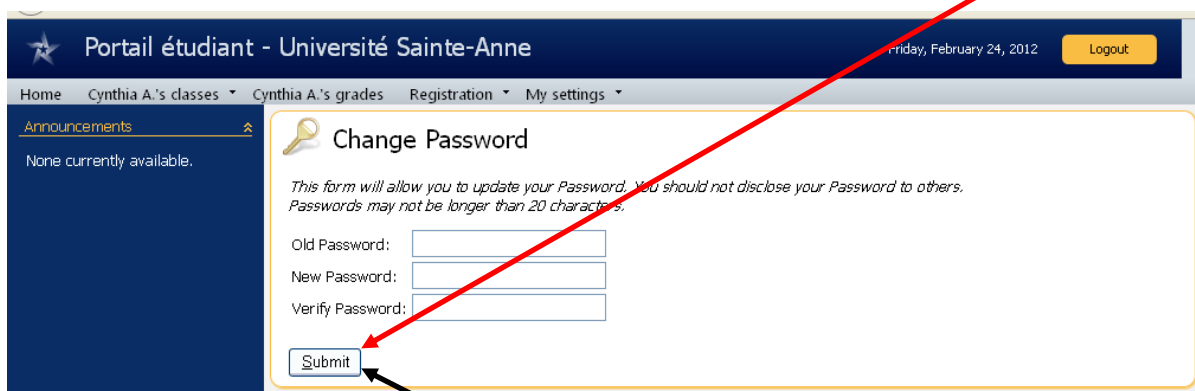
HOW TO CHANGE YOUR PASSWORD

To change your password, click on **My settings** in the menu bar.
Next, click on « **Change password** ».



The screenshot shows the student portal interface. At the top, the header reads 'Portail étudiant - Université Sainte-Anne' with the date 'Friday, February 24, 2012' and a 'Logout' button. Below the header is a navigation bar with 'Home', 'Cynthia A.'s classes', 'Cynthia A.'s grades', 'Registration', and 'My settings'. The 'My settings' dropdown menu is open, showing options: 'Customize home', 'Change password', 'Security questions', and 'FAQ'. The 'Change password' option is highlighted in yellow. On the left, there is an 'Announcements' section with 'None currently available.' and a 'Cynthia A.'s Schedule' section with 'There are no classes scheduled for the selected date range.' On the right, there is a '2011-2012, HIVER' section with 'Additional links' and a link to the 'ANNUAIRE' at 'http://www.usainteanne.ca/annuaire-calendar'.

Type in your old password in the *Old Password* box, your new password in the *New Password* box and your new password a second time in the *Verify Password* box. Next, click on **Submit**.



The screenshot shows the 'Change Password' form. The header is the same as the previous screenshot. The main content area has a title 'Change Password' with a key icon. Below the title is a warning: 'This form will allow you to update your Password. You should not disclose your Password to others. Passwords may not be longer than 20 characters.' There are three input fields: 'Old Password:', 'New Password:', and 'Verify Password:'. A 'Submit' button is located at the bottom left of the form. A red arrow points from the 'Submit' button in the previous screenshot to the 'Submit' button in this screenshot.

IMPORTANT! If you do not click on **Submit** your password will not be changed.