

## How-To Change Your Password

Once you have logged into your account, hover your mouse over your name in the top right corner and click on the edit profile link.



Click on the 'Edit My Profile' Link in the drop down menu.

This is the first thing you see. **Ignore** and scroll down to the next area of the profile page.

Profile

Personal Options

Visual Editor ☐ Disable the visual editor when writing

Admin Colour Scheme

☒ Default ☐ Light ☐ Blue ☐ Coffee

☐ Ectoplasm ☐ Midnight ☐ Ocean ☐ Sunrise

Keyboard Shortcuts ☐ Enable keyboard shortcuts for comment moderation. [More information](#)

Toolbar ☒ Show Toolbar when viewing site

Language

Name

Username  Usernames cannot be changed.

First Name

Last Name

Nickname (required)

Display name publicly as

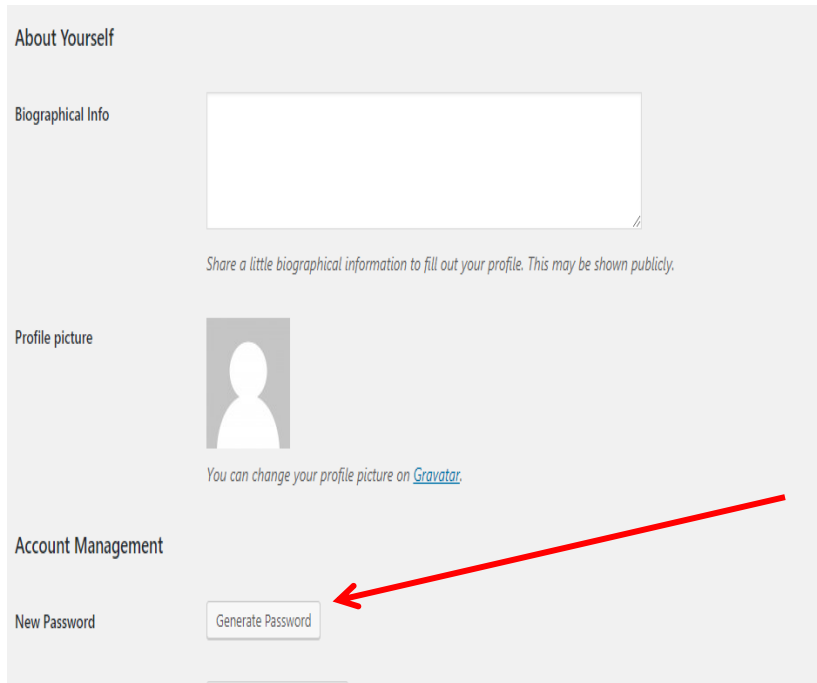
Contact Info

Email (required)

Website

**Fill in your first name and last name.** Your email addresses will be already there - as username, nickname and email. Ignore Website line. See above.

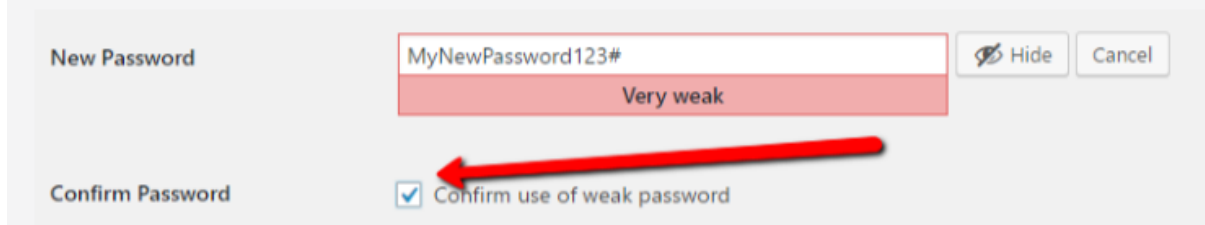
Skip the next section shown below. Go to Account Management. Click on Generate Password.



The screenshot shows a profile page titled "About Yourself". It includes sections for "Biographical Info" (with a large text input field and a note: "Share a little biographical information to fill out your profile. This may be shown publicly."), "Profile picture" (with a placeholder image and a note: "You can change your profile picture on [Gravatar](#)."), and "Account Management". Under "Account Management", there is a "New Password" section with a "Generate Password" button. A red arrow points from the right side of the page towards this button.

A blue line with numbers and symbols will appear. Delete and enter your new password.

You can change the password that shows to whatever you like. IF the password is tagged as “weak” you simply need to check off the “Confirm use of weak password” checkbox. It is good practice to include upper and lower-case letters, numbers and symbols.



The screenshot shows the password generation interface. The "New Password" field contains "MyNewPassword123#" and is highlighted with a red box. Below the field, the text "Very weak" is displayed. To the right of the field are "Hide" and "Cancel" buttons. Below the "New Password" field is the "Confirm Password" section, which includes a checked checkbox and the text "Confirm use of weak password". A red arrow points from the right side of the page towards this checkbox.

Fill in your address information. Then click update Profile See below.

## Further Information

Address

2398 Tanner Ridge Pl

Address Line 2

City/Town

VICTORIA

State/County/Province

BC

Zip/Post Code

V8Z 7X6

Country

Canada ▼

Phone

2508961351

Fax

Company

Fax

Company

[Update Profile](#)

