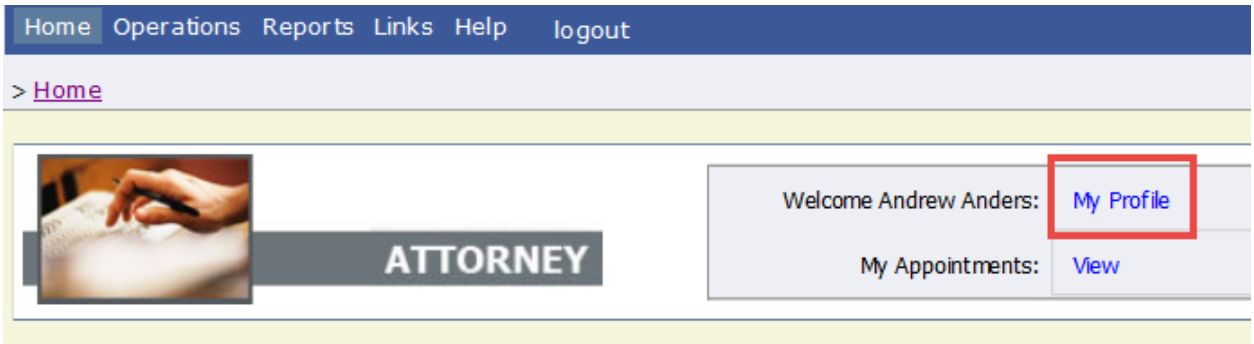
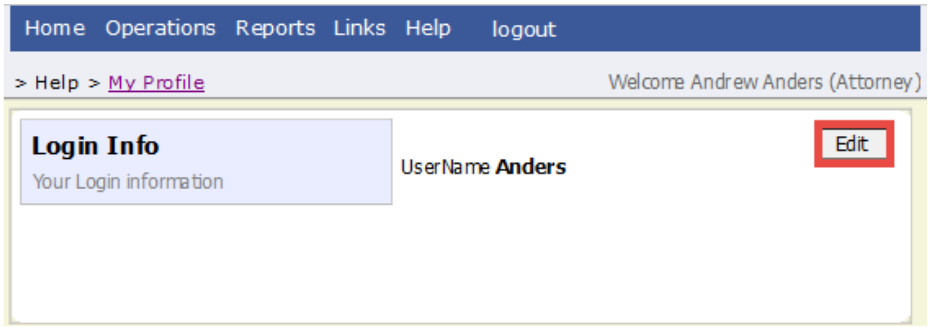
Changing Your User Name and Password

You can access your user name and password in your profile. The **My Profile** link is near the top of your Home page and in the **Help** menu.

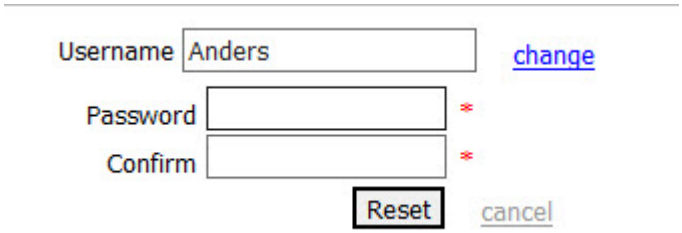


From your My Profile page, click **Edit**.



To change your user name, in the **Username** field, type the new user name, and click **change**.

To reset your password, click **Reset**. The screen changes to allow you to enter and confirm the new password. Click **Reset** again.



If you have forgotten your user name or are locked out of your account, you must contact your court to unlock your account. Please view the job aid on Expired Passwords and Locked Accounts.

Administrative Office of the United States Courts
Department of Technology Services