

# myNCCI – How to Change Your Password:

## 1. LOGIN TO myNCCI: Under Information & Settings: click Edit Bio

The screenshot shows the myNCCI user dashboard. At the top, there are navigation tabs: myNCCI Home, Join NCCI, Upcoming Events, Members Only, FAQs, and NCCI.ORG. The main content area is titled 'Manage Profile' and includes a 'Profile Home' link. Below this is the 'Information & Settings' section, which contains three links: 'Edit Bio' (with a blue arrow pointing to it), 'Preferences', and 'Invoicing, Payments & History'. The 'Edit Bio' link has a sub-description: 'Update your information and choose privacy settings for individual fields.' To the right of the dashboard is a 'My Profile' sidebar with a list of links: Profile Home, Manage Profile, Create Resumé/CV, Groups, Networks, Files & Links, Favorites, Messages, Connections, and Refer a Friend. Below the sidebar is an 'Events Calendar' section with a 'more' link and a list of events: 3/30/2017 'Learning From the Inside and the Outside - Administrative Unit Review' and 4/14/2017 'Critical Inputs for Building Operational Excellence Infrastructure'.

## 2. Under Account Information tab: find Password and (change)

### Edit My Member Profile

The information below provides required data about this NCCI member institution or organization, including your name and email address as the Primary Liaison and/or Administrative/Billing Liaison. Please review your Member Roster, and update as necessary.

**Please Note:** All information entered below will be visible to site administrators. Registered members will be able to view any information you enter, unless you set the visibility selector to **Private (not visible in profile)** next to the field you wish to be hidden. If your email address is **Private (not visible in profile)** it will not be displayed, but members can still contact you via email through the site's group email system if permitted by the group administrator. For a publicly accessible member type, site visitors will be able to view any field whose visibility is set as **Public (Visible to Everyone)**. To restrict fields to only registered members set the visibility for the field to **Member Only (Visible Only to Members)**.

\* Required Fields

#### Account Information

Your Personalized URL	(create a personalized url)
Username	kathyhucks1234 (change)
Password	(change)

#### My Profile

- Profile Home
- Manage Profile
- Create Resumé/CV
- Groups
- Networks
- Files & Links
- Favorites
- Messages
- Connections
- Refer a Friend

#### Events Calendar

3/30/2017  
Learning From the Inside and Outside - Administrative Un

4/14/2017  
Critical Inputs for Building O Excellence Infrastructure

## 3. Provide new password, and Submit

Please enter the new password into both fields. The new password must be a minimum of eight (8) characters in length and contain at least one number and one non-numeric character (letters, punctuation, etc.)

Your new password:

Confirm your new password:

Submit

Do not change password