

Changing Your Password

After you use the pre-assigned login and password information provided in our email earlier today follow these steps.

Step 1:

In the right hand column under "My Profile" chose "Manage Profile".

Step 2:

Under "Information and Settings" click on "Edit Bio".

Step 3:

Under "Account Information" right of the word "Password" click on "change"

Step 4:

Click on "Save Changes" at the bottom of the page.

(sample)

The screenshot displays the 'Edit My Member Profile' page. At the top, there is a navigation menu with links: Home, Membership, In the News, Advocacy, Conferences, Training, Member Resources, and About NAGGL. The main heading is 'Edit My Member Profile'. Below the heading, there is a note about information visibility and a section for 'Required Fields'. The 'Account Information' section contains the following fields:

Member ID	32366623
Your Personalized URL	(create a personalized url)
Username	sgreenleaf@banc-serv.com (change)
Password	(change)
E-Mail Address *	<input type="text" value="sgreenleaf@banc-serv.com"/>
Confirm E-Mail *	<input type="text" value="sgreenleaf@banc-serv.com"/>
Email Preference	Manage Email Preferences

The 'Personal Information' section contains the following field:

Full Name *	<input type="text" value="Shane"/> <input type="text" value="Greenleaf"/>
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At the bottom of the page, there is a yellow bar with the text: 'YOU ARE SIGNED IN AS: SHANE GREENLEAF (SIGN OUT)' and 'ADMIN DASHBOARD | RET...'. The Windows taskbar at the bottom shows several open applications, including Internet Explorer, Outlook, and a file explorer window.