

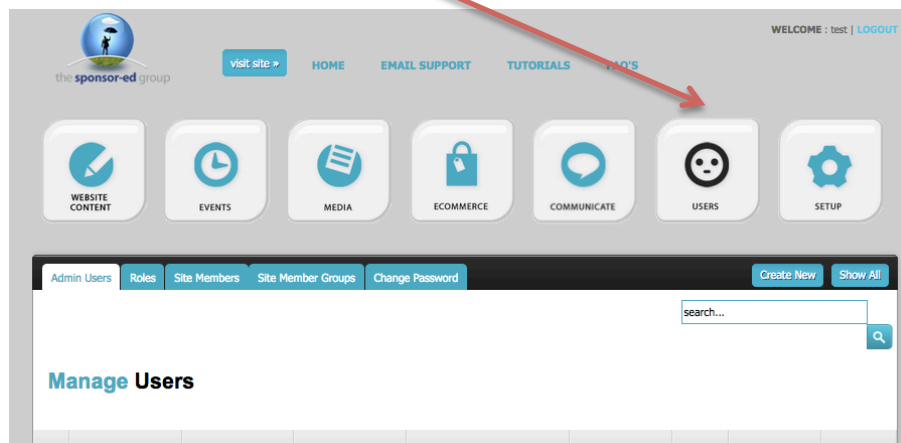
Updating your username and password

You can change your username and password needed for logging into your website in the CMS of your site.

1. Login to your site using your existing username/password.

You use your school website URL /admin to login.

2. Click on USERS



3. Click on the pencil icon beside your details.



Updating your username and password

4. Change your username and/or password then click UPDATE USER.

The screenshot shows a web application interface for managing users. At the top, there is a navigation bar with four tabs: 'Admin Users', 'Roles', 'Site Members', and 'Site Member Groups'. The 'Admin Users' tab is currently selected. Below the navigation bar, the main heading is 'Add/Edit Users'. The form contains the following fields and controls:

- Username:** A text input field containing the value 'Sinead'.
- Password:** An empty text input field.
- Retype Password:** An empty text input field.
- First Name:** A text input field containing the value 'Sinead'.
- Last Name:** A text input field containing the value 'Bannon'.
- Email:** A text input field containing the value 'sinead.b@sponsor-ed.com.au'.
- Active:** A checkbox that is checked.
- Role:** A dropdown menu with 'Administrator' selected.

At the bottom of the form, there are two buttons: 'Update User' and 'Cancel'.