

Updating your username and password

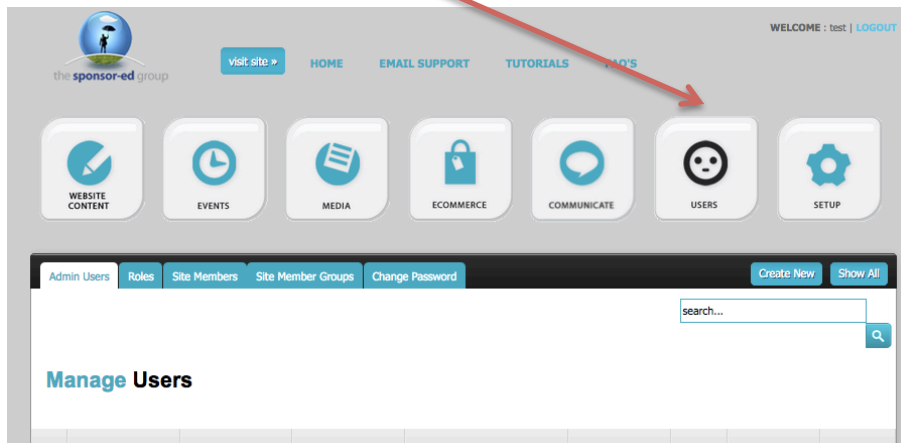
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You can change your username and password needed for logging into your website in the CMS of your site.

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.



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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'. The 'Update User' button is highlighted with a blue border.