

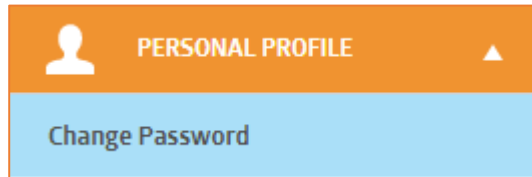
QUICK GUIDE

How do I change my password?

Changing your password is not the same as resetting your password. For information on how to reset, please see the relevant user guide.

If you want to change your password, simply follow the instructions below. ELMS recommend you change your password every 6 to 12 months for security purposes.

After signing in to the application, select '**PERSONAL PROFILE**' from the menu on the left-hand side of the dashboard and click the button labelled '**Change Password.**'



Enter your current password in the first free text field.

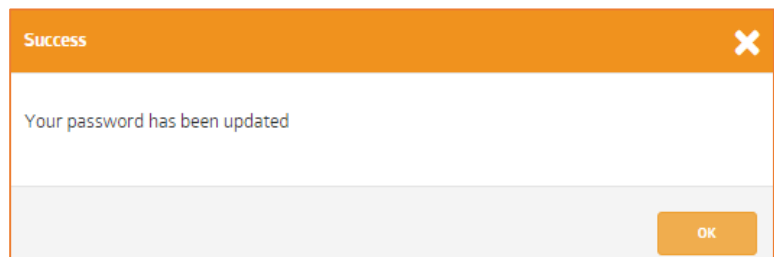
Think of a new password and enter this in the 'New Password' field. Enter this new password again to confirm.

Note: Passwords **MUST** contain one number, an upper case letter and one special character, e.g. (#%\$).

A screenshot of a password change form. It contains three text input fields: 'Current Password', 'New Password', and 'Confirm Password'. Below the fields are two buttons: an orange 'UPDATE' button and a grey 'CANCEL' button.

There will be a confirmation message that the password has been updated.

Click the '**OK**' button to continue working within the ELMS application.



System Support

For more support and information regarding the ELMS application, please see the 'HELP' drop down in the left-hand menu once you log in.

Here you will find external links to:

- FAQs
- Video Tutorials
- User Guides
- Contact

For any further assistance please contact your Organisation's ELMS Company Administrator.

Alternatively, you can speak with one of our support team by using the 'Contact' link under the help banner or by calling: 0330 100 5321

(Lines open: Monday to Friday 09.00 and 17.00 UK time; Excluding Bank Holidays)

