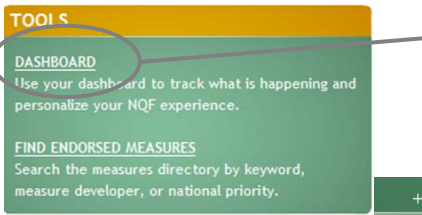


## NQF Website – How to change your password

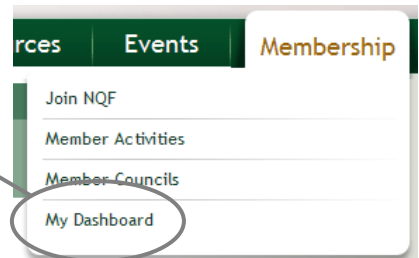
You must have a working username and password to follow this procedure.



1. Log in to the website using your existing username and password.
2. Go to your dashboard. Either



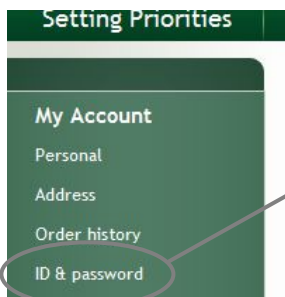
- a. Clicking the “Dashboard” link in the “Tools” box located on the right side of the homepage , or



- b. Use the section navigation to go to Membership > My Dashboard.



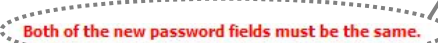
3. In the dashboard, click the “Edit” link next to the “My Info” heading above your contact information.



4. Choose “ID & password” from the menu on the left.



5. To change your password, under the heading “Modify Existing Password,” enter your current password in the “Current password” field. Enter your new password into the “New password” field and then enter the same password in the “Confirm new password” field. **Your new password must be at least 6 characters long and contain at least one numeral.** Click the “Save” button to save the new password.



6. If the passwords entered into the “New password” and “Confirm new password” fields do not match, you will get a message saying, “Both of the new password fields must be the same.” Re-enter your current and new passwords, taking care to make sure you are typing in the same sequence of characters in both new password fields, and click “Save.”



7. If the current password you entered is not correct, you will get a message saying, “A problem occurred saving the new password.” Re-enter your current and new passwords and click “Save.”



Account Password has been updated.

## Modify Existing Password

\* Current password

8. If the new passwords match and are successfully saved, you will receive a confirmation message that says "Account Password has been updated."