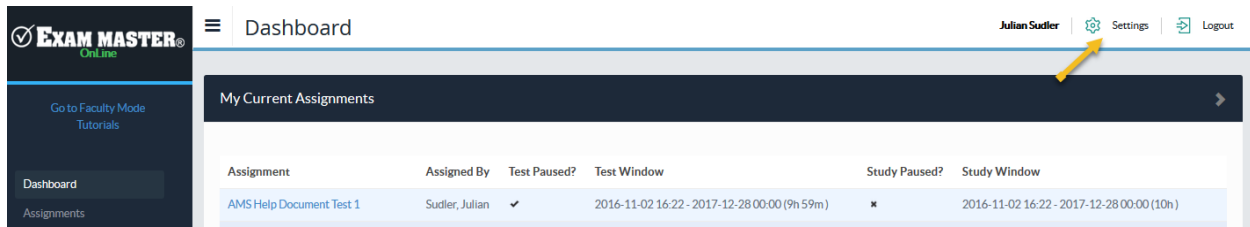


Changing Password

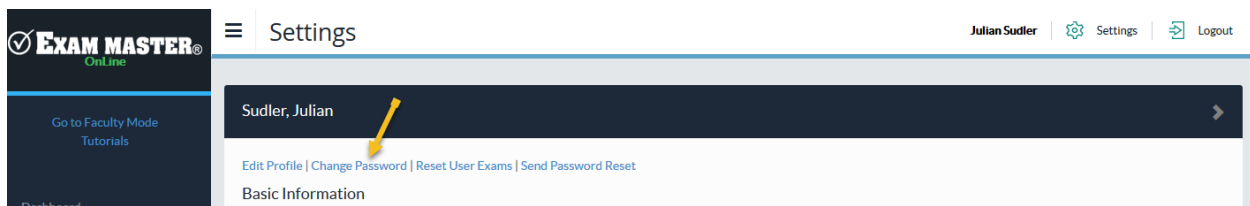
1. Click **Settings**



The screenshot shows the Exam Master dashboard. In the top right corner, the user's name "Julian Sudler" is displayed next to a gear icon labeled "Settings" and a "Logout" link. A yellow arrow points to the "Settings" gear icon. The main content area shows "My Current Assignments" with a table of assignments.

Assignment	Assigned By	Test Paused?	Test Window	Study Paused?	Study Window
AMS Help Document Test 1	Sudler, Julian	✓	2016-11-02 16:22 - 2017-12-28 00:00 (9h 59m)	*	2016-11-02 16:22 - 2017-12-28 00:00 (10h)

2. Select **Change Password**



The screenshot shows the Exam Master Settings page for user "Sudler, Julian". Below the user name, there are several links: "Edit Profile", "Change Password", "Reset User Exams", and "Send Password Reset". A yellow arrow points to the "Change Password" link. Below the links is a section titled "Basic Information".

3. Enter password for both **New password** and **New password confirmation**

Note: Passwords must be 8 - 20 characters and must contain at least 1 lowercase letter, 1 uppercase letter, 1 numeral, and 1 special character from !@#%&*

4. Click **Save**



The screenshot shows the "Edit Password" form. It has two input fields: "New password *" and "New password confirmation *". A note below the fields states: "Note: Passwords must be 8 - 20 characters and must contain at least 1 lowercase letter, 1 uppercase letter, 1 numeral, and 1 special character from !@#%&*". Below the note is a "* Required" label and a "Save" button. Yellow arrows point to the "New password" field, the "New password confirmation" field, and the "Save" button.