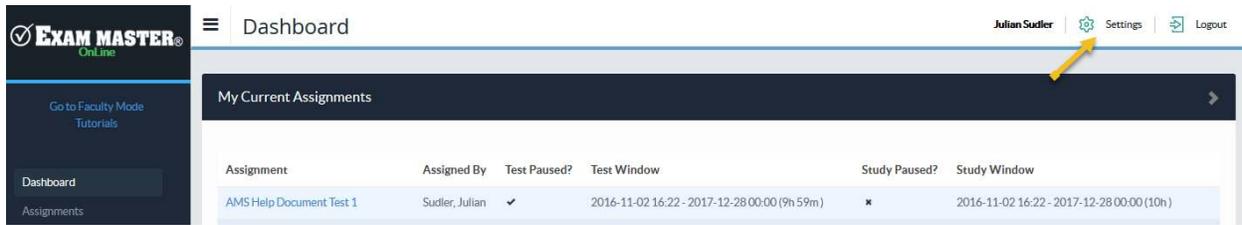


Changing Password

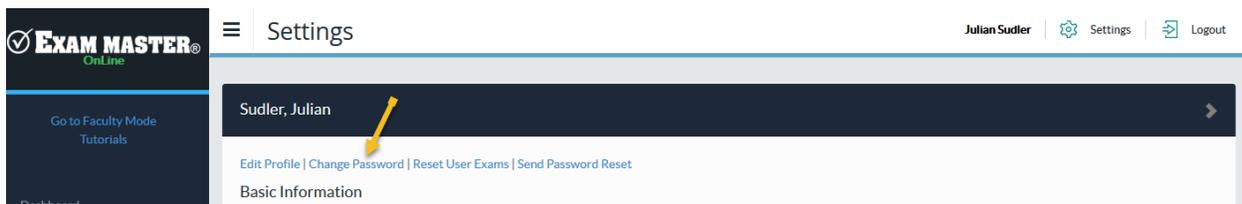
1. Click **Settings**



The screenshot shows the Exam Master Online Dashboard. In the top right corner, the user name "Julian Sudler" is displayed next to a gear icon labeled "Settings" and a "Logout" link. A yellow arrow points to the "Settings" link. 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**

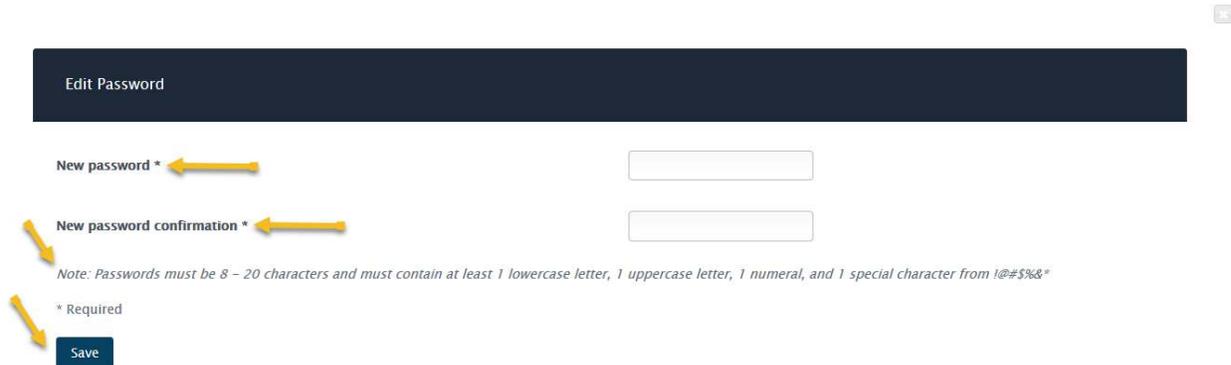


The screenshot shows the Exam Master Online Settings page. The user name "Sudler, Julian" is at the top. Below it, there are links for "Edit Profile", "Change Password", "Reset User Exams", and "Send Password Reset". A yellow arrow points to the "Change Password" link. The "Basic Information" section is visible below.

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 yellow arrow points to each field. Below the fields is a note: "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. A yellow arrow points to the "Save" button.