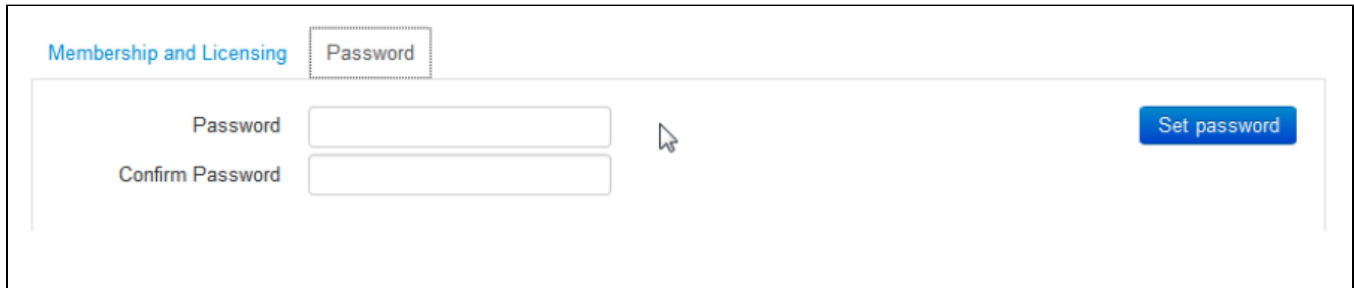


# Changing Passwords

Users can change their own passwords by logging on to the portal and clicking on the password tab. Admin users can change the passwords of their own or other users by doing the same. This function is available to ML users as well as practice users.

The screenshot shows a web interface for changing a password. At the top, there are two tabs: "Membership and Licensing" and "Password". The "Password" tab is selected and highlighted with a dotted border. Below the tabs, there is a form with two input fields. The first field is labeled "Password" and the second is labeled "Confirm Password". A mouse cursor is hovering over the first input field. To the right of the input fields is a blue button labeled "Set password".

Membership and Licensing Password

Password

Confirm Password

Set password

*Figure 19: Changing Password screen*

Passwords are stored hashed and neither PHN staff nor PEN CS staff can retrieve user passwords, they can only be reset.