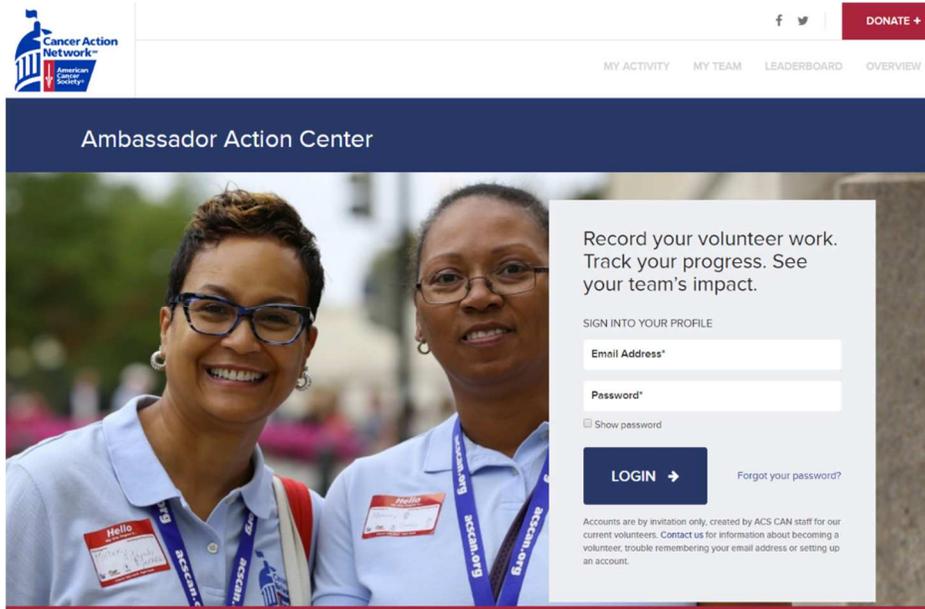# Ambassador Action Center Instructions

Logging In and Changing Your Password

Step 1: Arrive to the log in screen

Step 2: The login information should be provided by your ACSCAN Staff Partner. Enter the email address and password into the box below. Passwords are case sensitive. Then, click the LOGIN button to move on.

Step 3: After logging in, you should reach the Welcome Back Page, which is confirmed by a box titled "Welcome Back!" to the right

Step 4: To change your password, you must first hover the mouse over your name, which is located at the top of the screen. An EDIT PROFILE button will appear below your name. Click the EDIT PROFILE button.
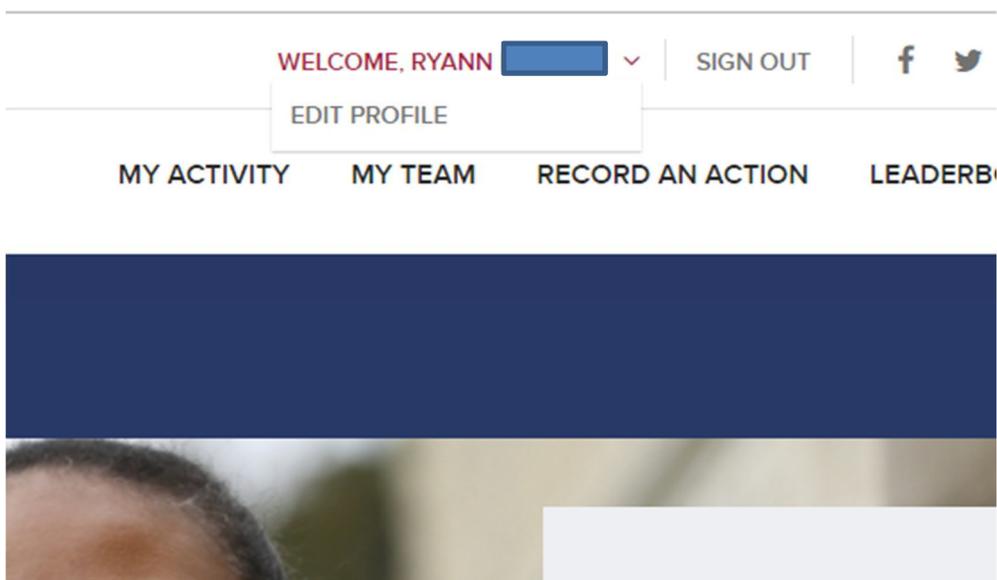
Step 5: You should arrive to this EDIT PROFILE Page

Step 6: Scroll down to the "Edit Account Information" section to access the password information

Step 7: Type your current password into the "Current password" box. Type your new password into the box labeled "Password". Retype your new password into the "Confirm password" box.

Step 8: In order to ensure a strong password, you must create a password that has lowercase letters, uppercase letters, is at least six characters, and has either numbers or punctuation.

Edit Account Information

Current password

....

Enter your current password to change the *E-mail address* or *Password*. Request new password.

E-mail address *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password

Weak   ✖

Confirm password

To make your password stronger:
- Make it at least 6 characters
- Add lowercase letters
- Add uppercase letters
- Add numbers
- Add punctuation

To change the current user password, enter the new password in both fields.

✔ Save

Step 9: The strength of your new password will be confirmed by a green check mark.

To change the current user password, enter the new password in both fields.

Step 10: Hit the Save button to confirm your new password.