HOW TO CHANGE THE PASSWORD FOR YOUR PROXY ACCOUNT

1. From the Home Screen of the Proxy Portal, click on the tile **Proxy Personal Information**.

2. Select **Click here to change your password** at the top of the screen.

3. A confirmation window will display.

   A web page link has been sent to your e-mail address. Use the link to reset your password.

   Close
4. Two emails will be sent to your email address. The first email will contain the link to reset your password and the second email will contain a temporary password.

5. Using the activation link provided in the first email, navigate to the “Enter your Initial Password…” screen and enter the temporary password provided in the second email. Click Submit.
6. After you click Submit, a second screen titled “Reset your security password for Proxy Access” will appear. This screen will prompt you through setting up your new password for your proxy account. Enter the **email address** your student designated for your proxy account followed by the **temporary password** that was provided via email. Enter your **new password** in the last two fields. Please use the guidelines below when creating your password. Lastly, click **Submit** to confirm your new password.

- **Password Requirements:**
  - Minimum 8 characters – the more characters, the better and stronger your password
  - A mixture of both uppercase and lowercase letters
  - Inclusion of at least one number
- **Password Recommendations:**
  - Inclusion of a special character, e.g., ! @ # ?

7. You have now reset your password and may log in with your new password.