

Changing Your Username and Password

Your Username and Password can be accessed in your Profile. You will find a link to your Profile near the top of your Home page and can also find a link under the Help menu.

The screenshot shows the top navigation bar with links: Home, Operations, Reports, CMECF, Links, Help, and logout. Below the navigation bar, there is a breadcrumb trail: > Home. The main content area features a profile card on the left with a photo of hands writing on a document and the word 'ATTORNEY' in a grey box. To the right of the profile card is a user information panel. The panel includes a welcome message 'Welcome Andrew Anders:' followed by a 'My Profile' link (highlighted with a red box). Below this are 'My Appointments:' with a 'View' link, and 'Search Existing Appointments:' with a 'Search' link.

From your Profile Page, click the Edit button to the right of the Login Info.

The screenshot shows the 'My Profile' page with a breadcrumb trail: > Help > My Profile. The 'Login Info' section is highlighted in light blue and contains the text 'Your Login information'. To the right of this section are several input fields and links. The 'Username' field contains 'Anders' and has a 'change' link to its right. The 'Password' field contains '****' and has a 'reset' link to its right. Below these are two more input fields: 'CM/ECF Username' and 'CM/ECF Password', with a 'validate' link to the right of the second field. At the bottom of this section, it says 'CM/ECF Access is NOT validated'.

To change your Username, type the new Username and click [change](#).

To reset your password, Click [reset](#). The screen will change to allow you to enter and confirm the new password. Click the Reset button.

The screenshot shows the password reset form. It has three input fields: 'Username' (containing 'Anders'), 'Password', and 'Confirm'. The 'Username' field has a 'change' link to its right. The 'Password' and 'Confirm' fields have red asterisks to their right. At the bottom of the form, there is a 'Reset' button (highlighted with a black box) and a 'cancel' link to its right.