You can change your password at any time to something different. Click the Help button to get tips on choosing a new password.

1. Enter the password you are now using.

2. Enter your new password. It must be at least 4 characters.

3. Repeat your password.

4. Click OK. You will get a message, “Your password has been changed successfully.”

5. Click the Close button to return to the portal.

6. Click here to set or change your secret question and answer.

**REMEMBER** - you must type a password exactly the same way every time you log in. For example, if you choose “Britney8” as your password, with a capital ‘B’ at the start, you must always type it in the same way - you cannot type it as “britney8” with a small ‘b’.

Don’t tell anyone in your class what your password is. If you do, they could log in under your name and read your emails.