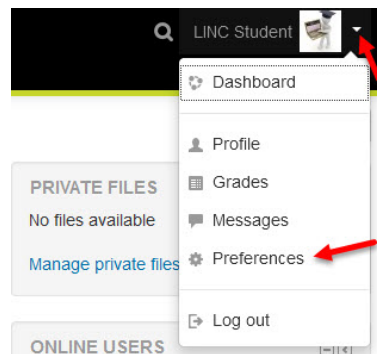


Changing a Password

Students may change their password, but before doing this, the email address in their profile should be updated (and accurate). Otherwise, they will not be able to retrieve it using the *Forgot your username or password* link on the log in page.

1. Direct students to click on the drop-down menu beside their name/account name in the top right corner of the screen. When the menu opens, they can click on the Preferences link.



The Preferences screen appears.

2. Click on the Change password link. (Notice that you can also access the Edit profile screen from the Preferences page.)

Preferences

User account

- [Edit profile](#)
- [Change password](#)
- [Preferred language](#)
- [Forum preferences](#)
- [Editor preferences](#)
- [Messaging](#)

The Change password page appears.

- Students must enter their current password, followed by the new password and enter the new password a second time.

Change password

Username lincstudent

The password must have at least 3 characters, at least 1 lower case letter(s)

Current password*

New password*

New password (again)*

- Click the Save changes button.

Update Profile Help links

[Moodle Documents: Update Profile](#)