Changing your password

The password and email address attached to your username can be changed at any time using the Your Profile screen.

Please note:

- You can't change or edit the password details of another user
- If you want to change the password of one of your student's usernames you need to log into their account using their username and password

Changing Your Password

1. Go to Users > Your Profile in your blog dashboard

2. Scroll to the bottom of the page to the New Password area

3. Type your new password into both boxes and click Update Profile when you are done.

   • TIP: Using a combination of letters, numbers and symbols makes it hard for others to guess your password. The strength indicator provides an indicator of how good your password choice is!

4. Your password should now be updated and next time you need to log into your account this is the password you use.

   TIP:

   • If it logs you out of your account when you update your password and you have trouble logging in with both your old password and new password, try clearing private data such as saved passwords in your web browser (procedure varies depending on web browser -- search Help using the term 'clearing private data' for instructions).