



# APS Virtual Learning Community

A place to connect, communicate, and collaborate

## UI: Change Password



## User Guide – Fall 2018

### Change Password

The Genius Dashboard navigation bar is where you will go to change your password.

**Step 1:** Go to the Academy of Peer Services: <https://www.academyofpeerservices.org>. (<https://www.academyofpeerservices.org>)

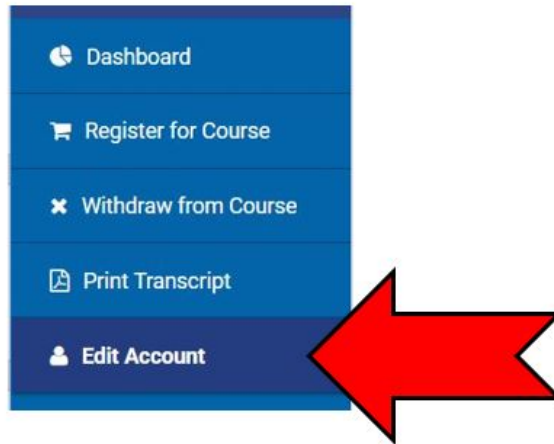
- If you are **not** already logged in, click **Log in** (upper right button).



- If you **are** already logged in, click **Dashboard** (upper right button).

**Bb** Dashboard

**Step 2:** Click **Edit Account** in the navigation bar (left side of screen).



A new screen appears. Your Last Name, First Name, and registered email should already appear in the window.

Last Name*	<input type="text" value="Virtual"/>
First Name*	<input type="text" value="Community"/>
Email Address*	<input type="text" value="aps.virtual.community@gr"/>
Phone	<input type="text"/>
Change my password	<input type="checkbox"/>
Old Password*	<input type="password"/>
New Password*	<input type="password"/>
Confirm Password*	<input type="password"/>

A large red arrow points from the right towards the 'Change my password' checkbox.

**Step 5:** Click **Change my password** check box. The fields below turn white and you can enter information.

**Step 6:** Enter your current password.

**Step 7:** Enter a new password. (*Minimum length is now 8 characters with at least one uppercase, one lowercase, one number, and one symbol*)

**Step 8:** Enter the new password again to confirm it was entered correctly.

**Step 9:** Click **Save**.

**Step 10:** If the new password is not accepted, correct any errors.

**<< Return to Main Guide** (<https://wp.me/P7HoLH-sv>) >>

Need help? Send email to: [academyofpeerservicesnyomh@gmail.com](mailto:academyofpeerservicesnyomh@gmail.com)  
(<mailto:academyofpeerservicesnyomh@gmail.com>).

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