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.

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

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)