

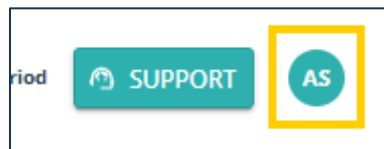
Changing Your Account Password

Step 1: Access Your Account

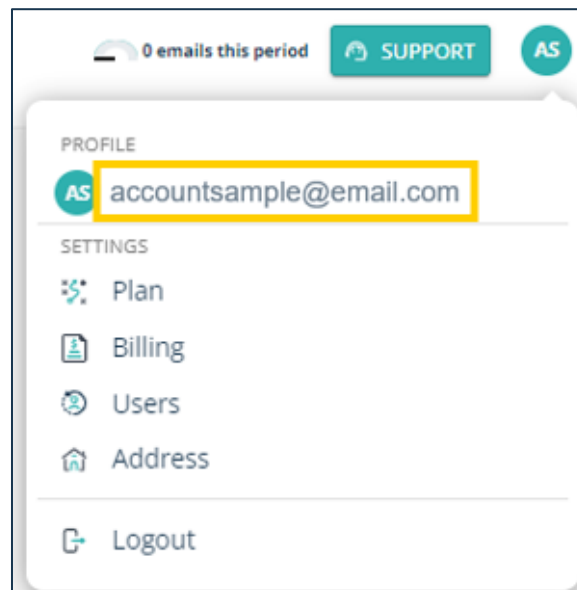
[Sign into](#) your account and follow these steps to create a survey distribution in PsychData.

Step 2: Navigate to Account Settings

To update your first or last name, email address, or time zone, click on your “Account Settings” icon in the top right-hand corner of the page.

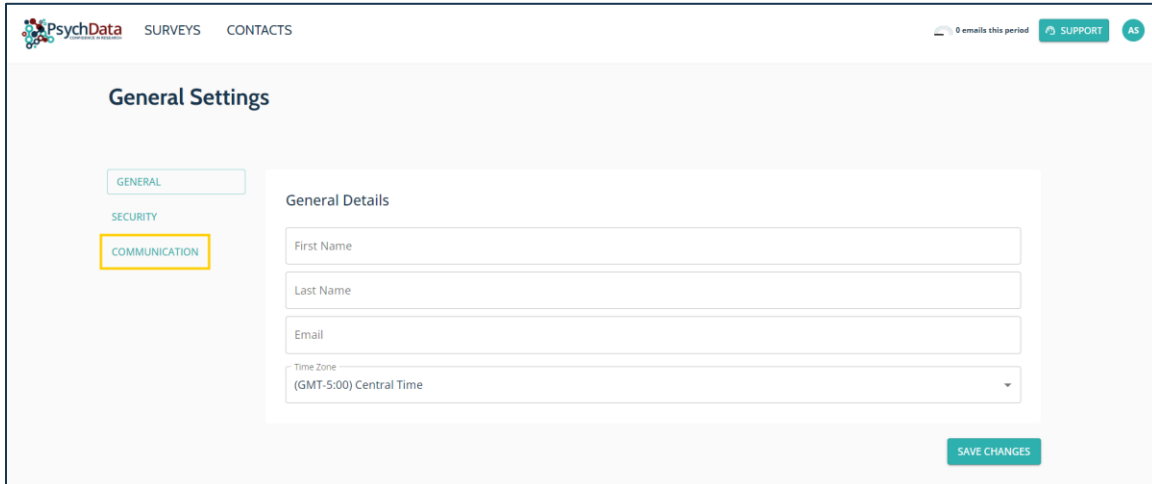


From the dropdown that appears, click on your profile user name, as pictured below.



Step 3: Navigate to Your Security Settings Page

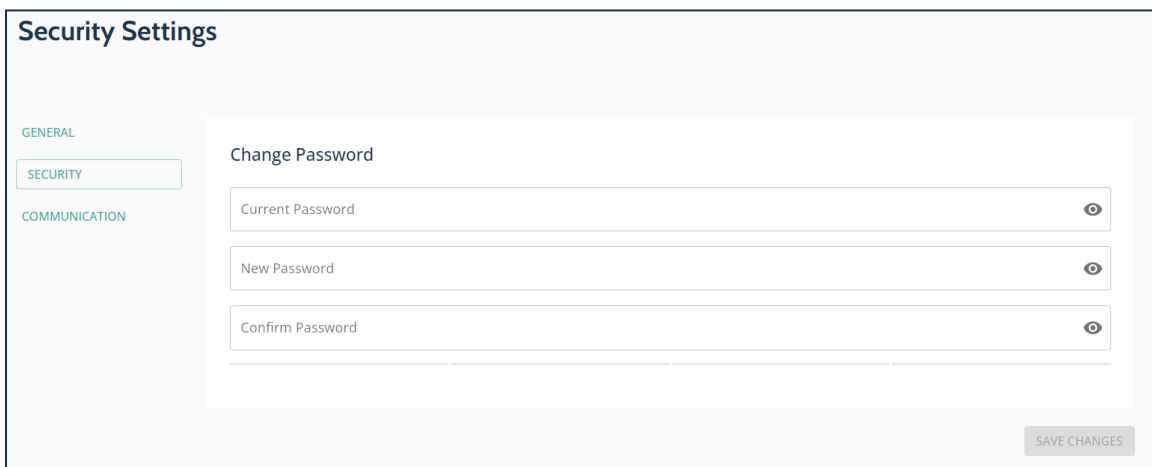
This will redirect you to your “General Settings” page where you will click “Security” in the sidebar menu on the left, indicated below.



The screenshot shows the 'General Settings' page. At the top, there is a navigation bar with 'PsychData', 'SURVEYS', and 'CONTACTS'. On the right, it shows '0 emails this period', a 'SUPPORT' button, and a user profile icon 'AS'. The main heading is 'General Settings'. On the left sidebar, there are three menu items: 'GENERAL', 'SECURITY', and 'COMMUNICATION'. The 'SECURITY' item is highlighted with a yellow border. The main content area is titled 'General Details' and contains four input fields: 'First Name', 'Last Name', 'Email', and 'Time Zone' (with a dropdown menu currently showing '(GMT-5:00) Central Time'). A 'SAVE CHANGES' button is located at the bottom right of the form.

Step 4: Update Your Password

This will redirect you to your “Security Settings” page where you will enter your Current Password in the field marked “Current Password” and your desired Password in the two fields marked “New Password” and “Confirm Password,” pictured below.



The screenshot shows the 'Security Settings' page. On the left sidebar, there are three menu items: 'GENERAL', 'SECURITY', and 'COMMUNICATION'. The 'SECURITY' item is highlighted with a blue border. The main content area is titled 'Change Password' and contains three input fields: 'Current Password', 'New Password', and 'Confirm Password'. Each field has a toggle icon on the right side. A 'SAVE CHANGES' button is located at the bottom right of the form.

Once you've updated your password, click "Save Changes."


Security Settings


GENERAL


SECURITY

COMMUNICATION

Change Password

Current Password
..... 

New Password
..... 

Confirm Password
..... 

strong

SAVE CHANGES