

# Changing Your Password

Updated: November 24, 2014

For security reasons, you should always choose a password for your individual user account that only you know. You can reset the password at any time.

1. Hover over your name in the upper-right corner of the browser window.
2. Click **User Profile**.



3. Click **[Has Password – click to change]**.

The screenshot shows the user profile for John Doe on the EventBooking.com website. The navigation bar at the top includes links for Home, Calendars, Sales, AddressBook, Resources, Invoicing, Reports, My Website, (Help Desk), (Sign out), and John Doe. The main content area is divided into two columns. The left column contains personal and contact information: First Name (John), Last Name (Doe), Address (123 Event St., Event City, ST 12345 USA), and Phone (Voice: (123) 456-7892, Fax: (123) 456-7777). The right column contains account and professional information: Username (johnd), Password ([Has Password - click to change]), Title (Vice President), Company (EB Beta Company), Email (Tania@EventBooking.com and alex@eventbooking.com), and Website (http://www.ebbeta.com). The password field is highlighted with an orange border.

John Doe	
<b>First Name</b>	John
<b>Last Name</b>	Doe
<b>Address</b>	Mailing 123 Event St. Event City, ST 12345 USA
	[ <a href="#">Add Address</a> ]
<b>Phone</b>	
Voice	(123) 456-7892
Fax	(123) 456-7777
	[ <a href="#">Add Phone</a> ]
<b>Username</b>	johnd
<b>Password</b>	[Has Password - click to change]
<b>Title</b>	Vice President
<b>Company</b>	EB Beta Company
<b>Email</b>	
Main	Tania@EventBooking.com <a href="#">make primary</a>
Main	alex@eventbooking.com <a href="#">primary</a>
	[ <a href="#">Add Email Address</a> ]
<b>Website</b>	
Main	http://www.ebbeta.com
	[ <a href="#">Add Website</a> ]

- 4. Type your desired password into both the **New Password** and **Confirm Password** fields.
- 5. Click **Save**.

The screenshot shows the user profile page for John Doe on eventbooking.com. The page has a navigation bar at the top with links for Home, Calendars, Sales, AddressBook, Resources, Invoicing, Reports, My Website, (Help Desk), (Sign out), and John Doe. Below the navigation bar is the eventbooking.com logo and a search bar. The main content area is titled 'John Doe' and is divided into two columns. The left column contains personal information: First Name (John), Last Name (Doe), Address (123 Event St, Event City, ST 12345, USA), and Phone (Voice: (123) 456-7892, Fax: (123) 456-7777). The right column contains professional information: Username (johnd), Password (New Password and Confirm Password fields, both containing masked characters), Title (Vice President), Company (EB Beta Company), Email (Tania@EventBooking.com and alex@eventbooking.com), and Website (http://www.ebbeta.com). The 'Save' button is highlighted with an orange box, and an orange arrow points to it from the 'Confirm Password' field.