CHANGING PASSWORD IN ELM

REFERENCE GUIDE
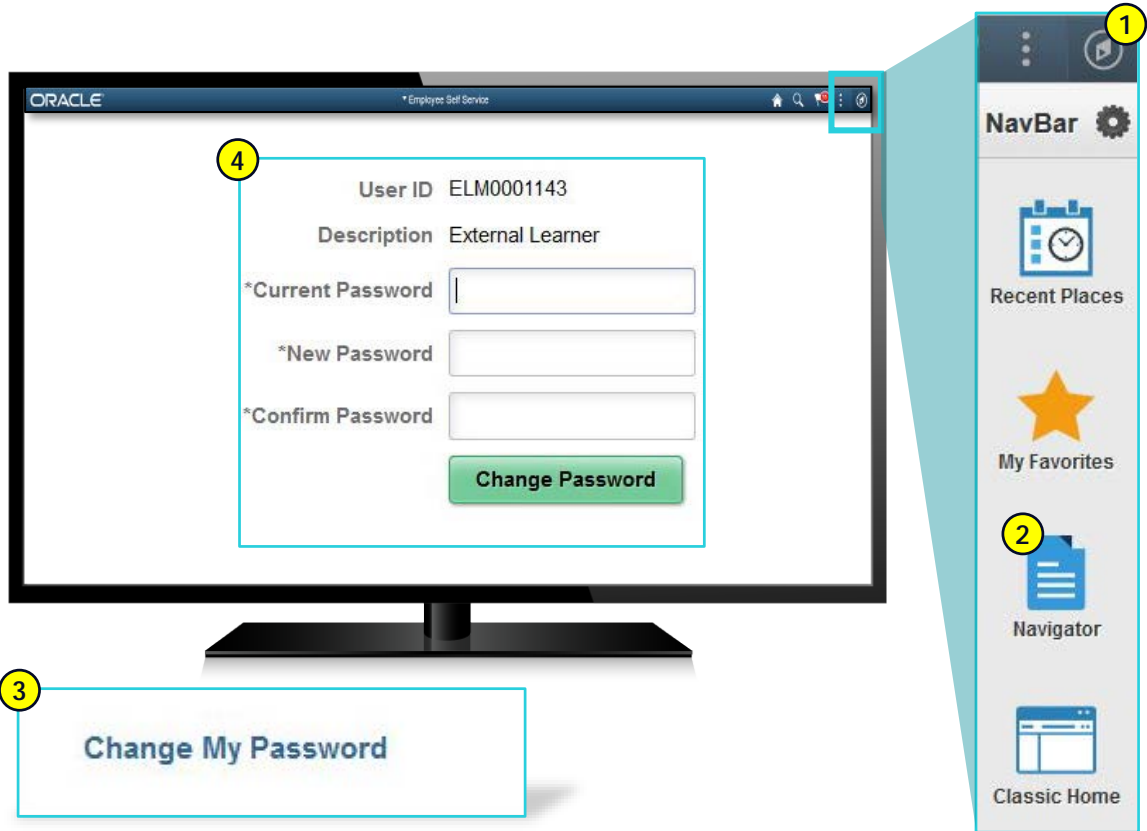
Changing your password in ELM

Login with your current user login information.

(1) Click on the Navigation button.

(2) Select "Navigator" on the drop down box.

(3) A new menu will open, select Change Password.

(4) The new window will display your user ID and description of the user. Enter in the current password. Then enter your new password and a second time to confirm the change.

Enter your password, click on "Change Password".

To test your new password, log out of ELM and attempt to log back in.

If there is any issues please submit a request through the Help Desk.