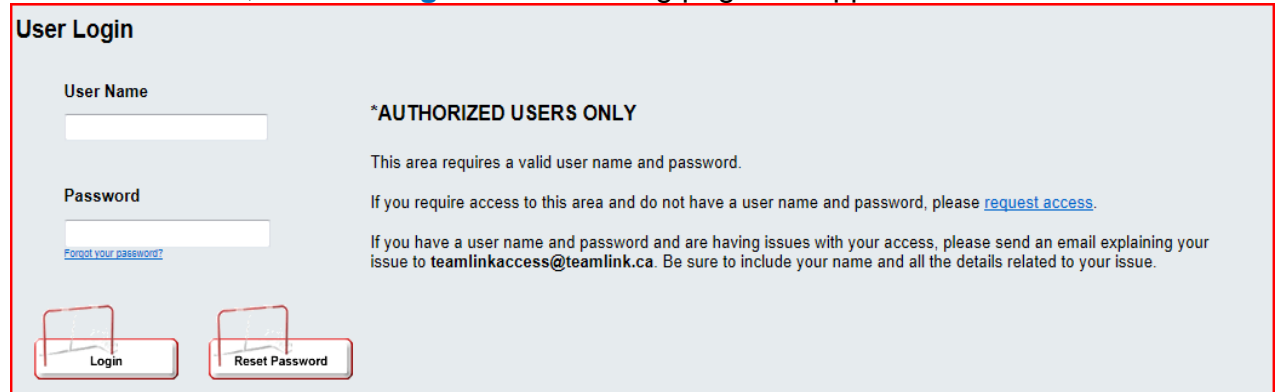


Reset your Password (Change your Password)

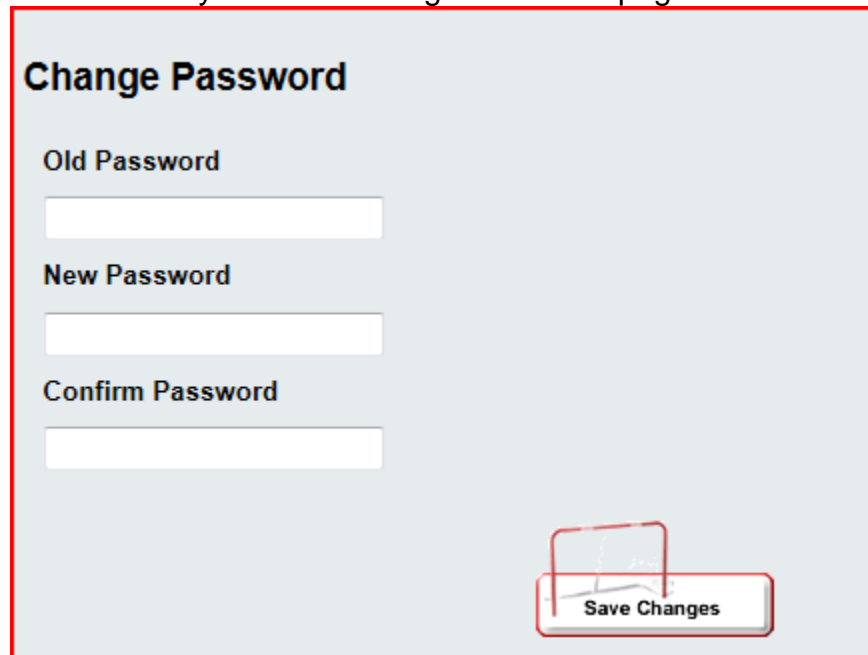
All users with an ID and password can change their password. Often this is done to change it to something easier to remember.

1. Sign into the Teamlink system as explained in the section "Accessing Teamlink system".
2. On the menu bar, click on **Login**. The following page will appear:



The screenshot shows the 'User Login' page. It has a light blue background. On the left, there are two input fields: 'User Name' and 'Password'. Below the 'Password' field is a blue link that says 'Forgot your password?'. To the right of the input fields, there is a section titled '*AUTHORIZED USERS ONLY'. Below this title, it says 'This area requires a valid user name and password.' and 'If you require access to this area and do not have a user name and password, please [request access](#).' Below that, it says 'If you have a user name and password and are having issues with your access, please send an email explaining your issue to teamlinkaccess@teamlink.ca. Be sure to include your name and all the details related to your issue.' At the bottom left, there are two buttons: 'Login' and 'Reset Password'. Both buttons are outlined in red.

3. Using your UserID and Password which you have received from PCAHA, enter them into the User Name and Password fields. Click on **Reset Password**.
4. This will take you to the Change Password page.



The screenshot shows the 'Change Password' page. It has a light blue background. There are three input fields: 'Old Password', 'New Password', and 'Confirm Password'. At the bottom right, there is a button labeled 'Save Changes'. The button is outlined in red.

5. Enter your current password in the "Old Password" field. Enter you new preferred password in the "New Password" field. Re-enter that same preferred password in the "Confirm Password" field. Click on Save Changes.
6. Your Password will then be updated.