



COMMUNITIES OF PRACTICE

CHANGING YOUR PASSWORD

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WHEN AND HOW TO CHANGE YOUR PASSWORD?

WHEN SHOULD YOU CHANGE YOUR PASSWORD

The change password tool should be used when you want to change your password to a more meaningful and usable password.

Recommendation: You should change your password upon logging into the CoPs for the first time.

HOW TO CHANGE YOUR PASSWORD

If the you are already logged into the CoPs

1. Go to the CoP Homepage by clicking on the “Home” button located on the left side of the top menu bar (see *Figure 5*).
2. Click on “Change your Password” (see *Figure 6*).
3. **Copy & paste** your original password that you received by email (see *Figure 7*).
4. Enter the new password you would like to use in the **New Password** and **Confirm New Password** boxes (see *Figure 7*).

If the CoP Member is not logged into the CoPs

1. Go to: <http://tools.patientsafetyinstitute.ca/Pages/ChangePassword.aspx>.
2. You will be prompted to enter your username and password (see *Figure 8*).
3. **Copy & paste** your original password that you received by email.
4. Once you have logged in **copy & paste** your original password that you received by email (see *Figure 7*).
5. Enter the new password you would like to use in the **New Password** and **Confirm New Password** boxes (see *Figure 7*).

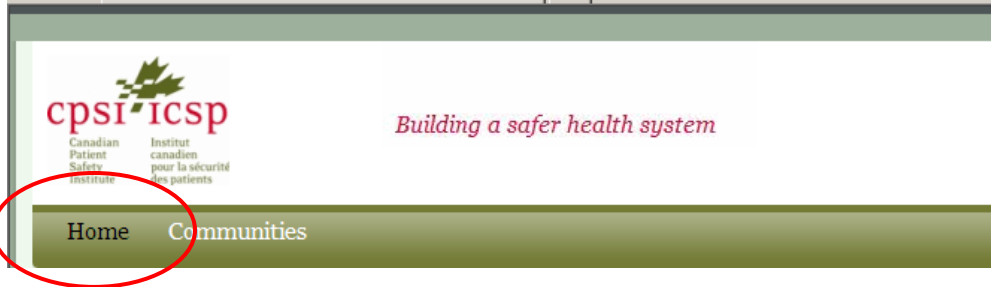


Figure 1 : Home button on CoP menu bar

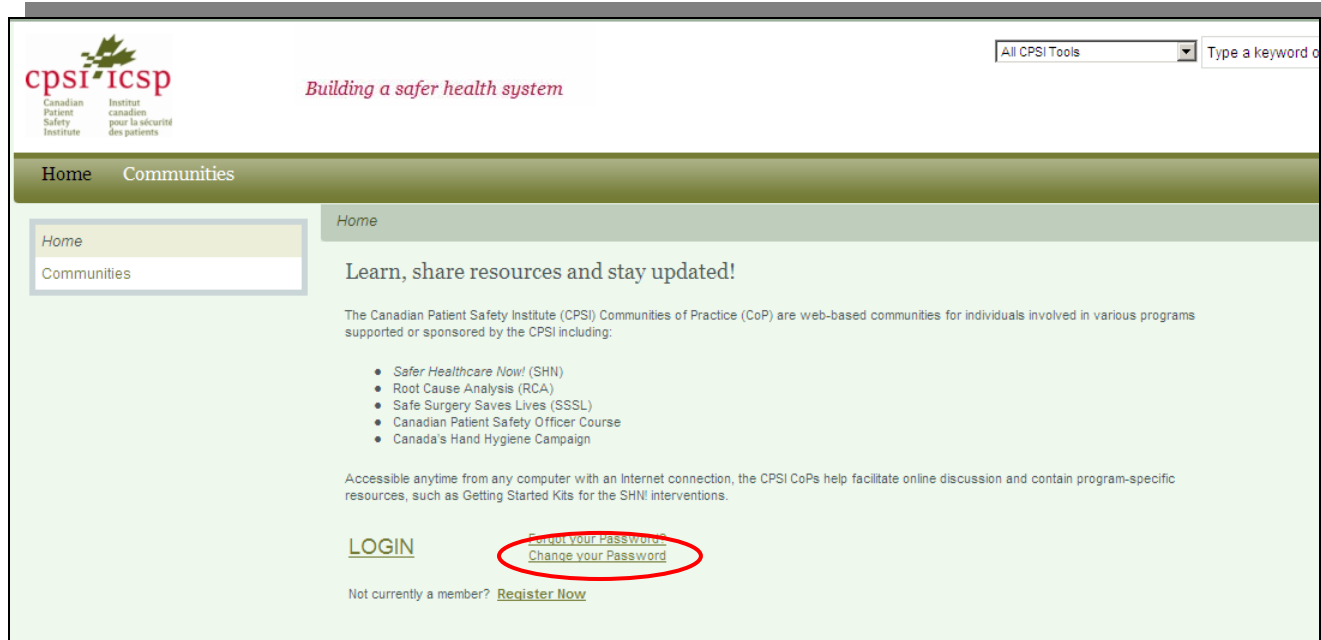


Figure 2: CoP Homepage

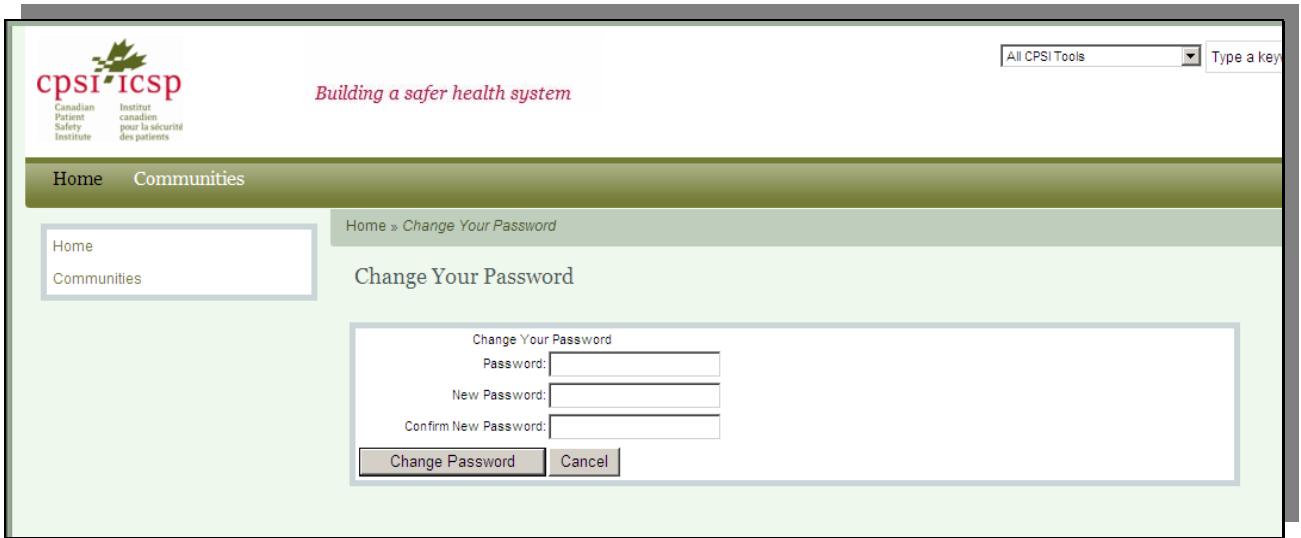


Figure 3: Change Your Password



Figure 4: A login prompt will be displayed if a user tries to change their password and are not logged in.