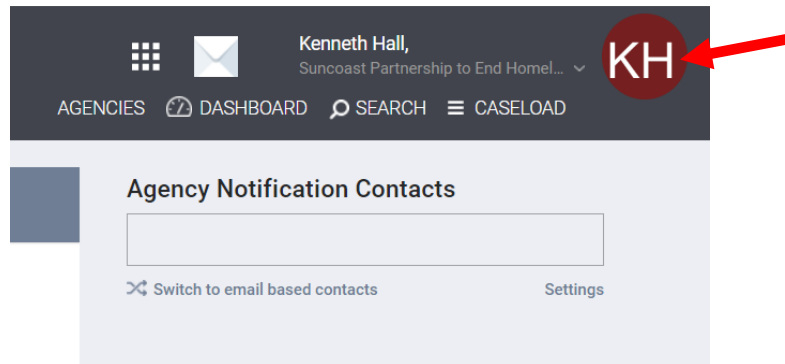
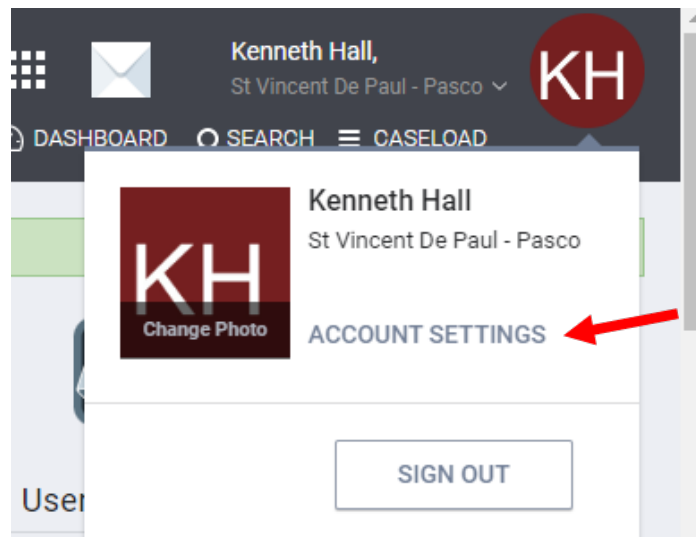


Step-by-Step: How to Change Your Password

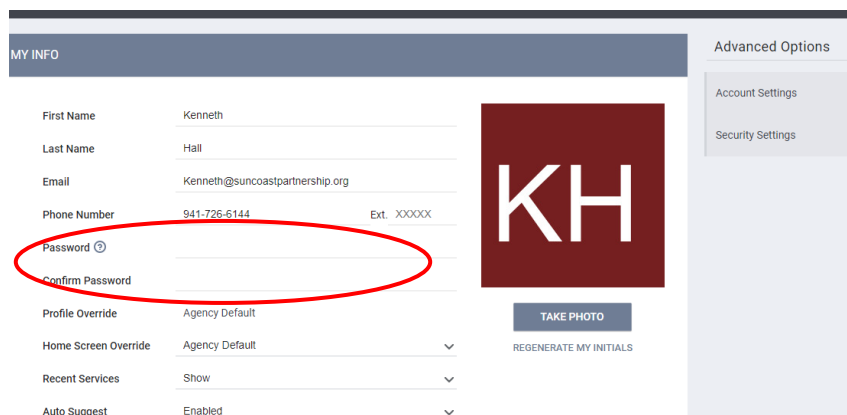
1. Log into Clarity. In the upper-right corner of the screen, click on your initials.



2. After clicking on your initials, a smaller drop-down box will open. In that box, click on "ACCOUNT SETTINGS".



3. Your "MY INFO" screen will open. Enter the new password on the "Password" line and again on the "Confirm Password" line.



4. If you need a reminder of the password requirements, click the question mark (?) next to "Password"

Your password should be 8 characters or longer, and be a combination of all four of the following

- * English uppercase characters (A through Z)*
- * English lowercase characters (a through z)*
- * Numerals (0 through 9)*
- * Non-alphabetic characters (such as !, \$, #, %)*

Password can't contain username, can't be a take on the word "clarity", can't be the same one as before.



5. After entering your new password twice, click "SAVE" at the bottom of the screen. If your new password meets the requirements (including history), then it will be successfully saved. If an error occurs, you will receive a "Correct Error(s)" message on the screen.
6. That's it, you're done! If you use the Training Site, you will need to change your password there, separately as the Live and Training sites do not transfer data between each other.