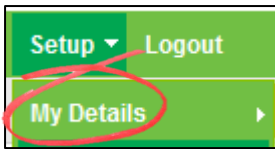
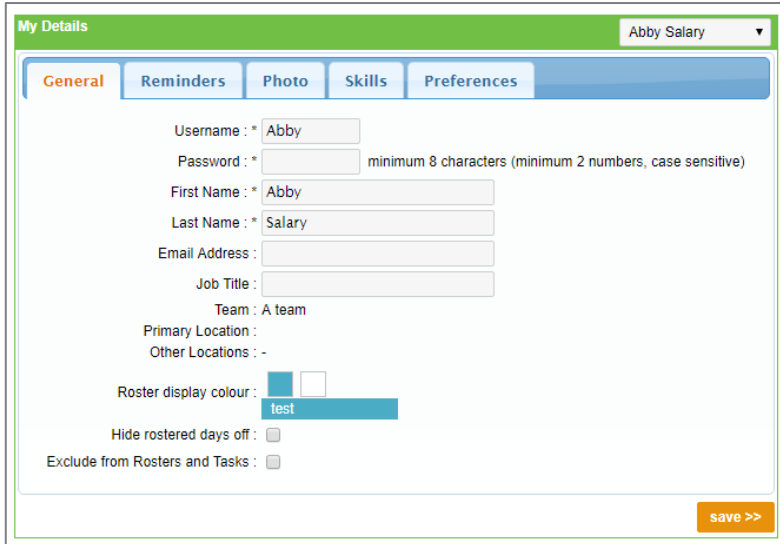


## ALTERING YOUR USERNAME & PASSWORD AS A TEAM MEMBER

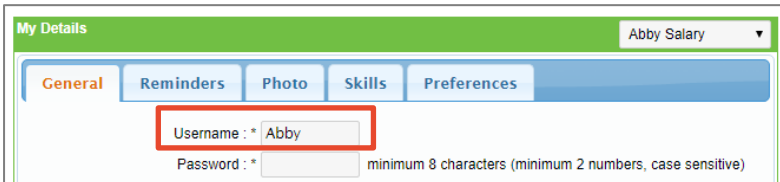
Hover on Setup and click on My Details:



The following screen will subsequently appear:

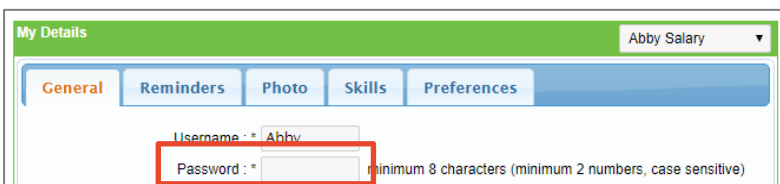
A screenshot of the 'My Details' profile page. At the top, it says 'My Details' and 'Abby Salary' with a dropdown arrow. Below this are tabs for 'General', 'Reminders', 'Photo', 'Skills', and 'Preferences'. The 'General' tab is active. The form contains the following fields: 'Username : \* Abby', 'Password : \*' (with a note 'minimum 8 characters (minimum 2 numbers, case sensitive)'), 'First Name : \* Abby', 'Last Name : \* Salary', 'Email Address :', and 'Job Title :'. Below these are 'Team : A team', 'Primary Location :', and 'Other Locations : -'. There is a 'Roster display colour' selector with a blue box and the text 'test'. At the bottom, there are two checkboxes: 'Hide rostered days off : ' and 'Exclude from Rosters and Tasks : '. A 'save >>' button is in the bottom right corner.

To change your Username, edit the Username field:

A screenshot of the 'My Details' profile page, similar to the previous one. The 'Username : \* Abby' field is highlighted with a red rectangle.

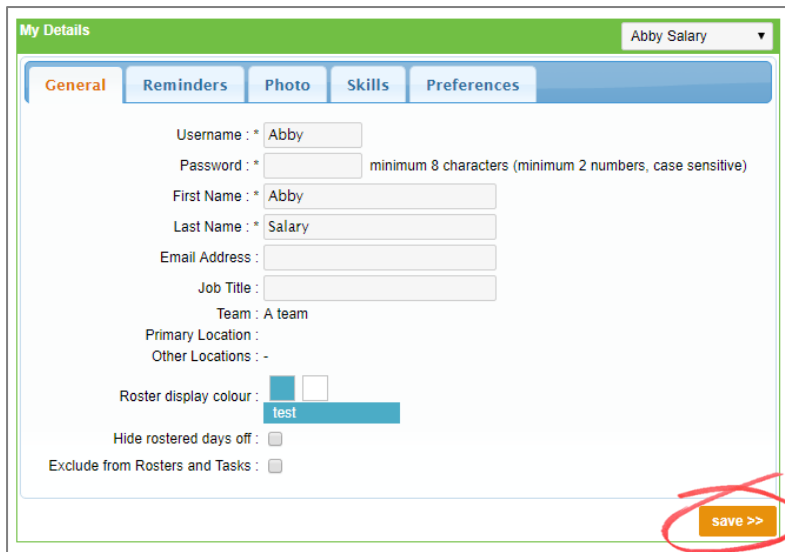
**NB: The Username is not case sensitive**

To change your Password, edit the Password Field:

A screenshot of the 'My Details' profile page, similar to the previous ones. The 'Password : \*' field is highlighted with a red rectangle.

**NB: The Password is case sensitive and must be no less than 8 characters long with a minimum of two numbers**

Click Save when you have altered your Username and/or Password:

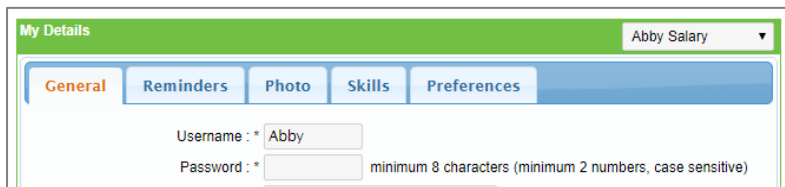


The screenshot shows a web form titled "My Details" for a user named "Abby Salary". The form has several tabs: "General", "Reminders", "Photo", "Skills", and "Preferences". The "General" tab is active. The form contains the following fields and options:

- Username : \* Abby
- Password : \* [redacted] minimum 8 characters (minimum 2 numbers, case sensitive)
- First Name : \* Abby
- Last Name : \* Salary
- Email Address : [redacted]
- Job Title : [redacted]
- Team : A team
- Primary Location : [redacted]
- Other Locations : -
- Roster display colour : [blue swatch] [white swatch] test
- Hide rostered days off :
- Exclude from Rosters and Tasks :

A red circle highlights the "save >>" button in the bottom right corner of the form.

Once you have saved your Username and/or Password, the password will disappear – this is normal:



The screenshot shows the same "My Details" form for "Abby Salary". In this view, the password field is empty, indicating that the password has been successfully saved and is no longer visible in the browser.