

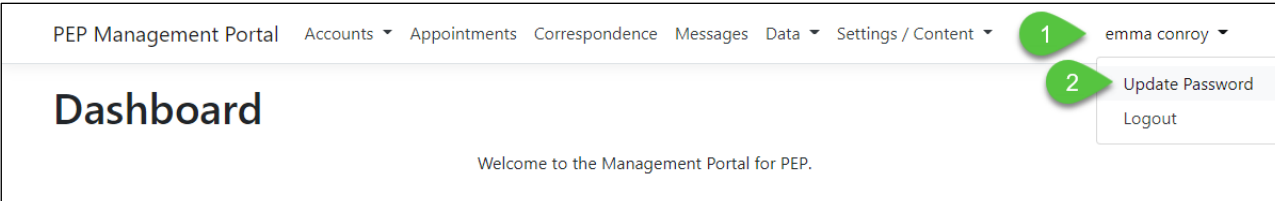
How to reset your own password

Scenario

This guide shows how you can reset your own password in the My GNCR Management Portal.

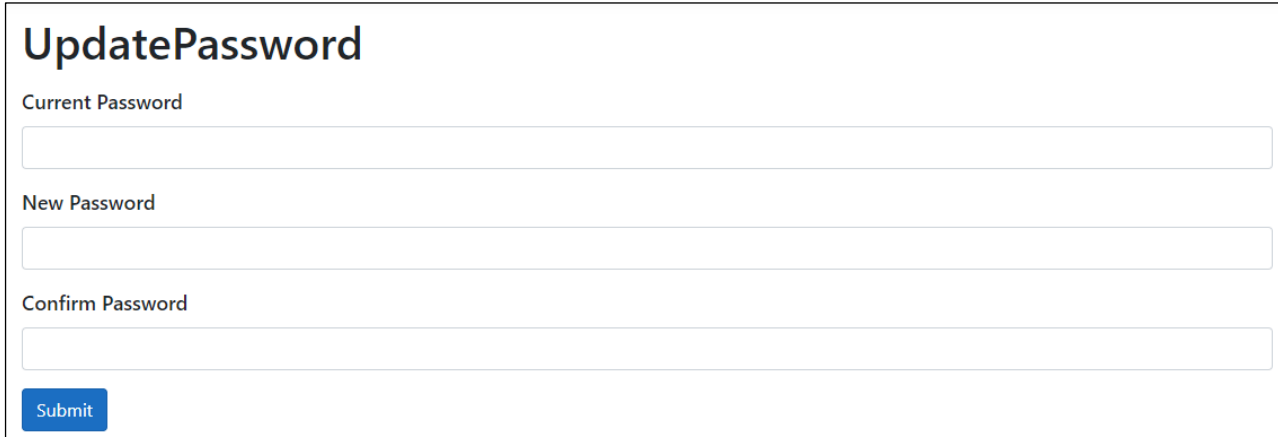
Reset Password

1. Select **your name** at the top right of the screen and then select **'Update Password'**



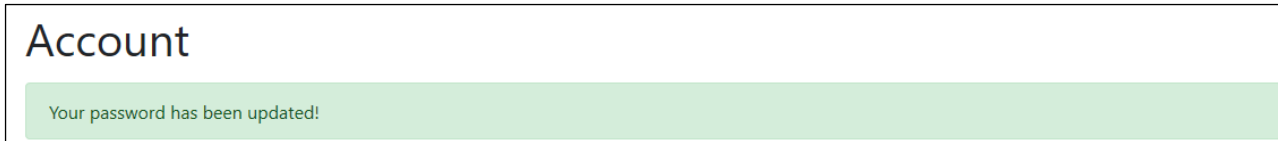
The screenshot shows the top navigation bar of the PEP Management Portal. On the right side, the user's name 'emma conroy' is displayed with a dropdown arrow. A green callout '1' points to this name. The dropdown menu is open, showing 'Update Password' and 'Logout' options, with a green callout '2' pointing to 'Update Password'. The main content area shows 'Dashboard' and a welcome message: 'Welcome to the Management Portal for PEP.'

2. **Confirm** your current password
3. **Enter** a new password
4. **Confirm** the new password
5. Click **'Submit'**



The screenshot shows the 'UpdatePassword' form. It has three input fields: 'Current Password', 'New Password', and 'Confirm Password'. Below the fields is a blue 'Submit' button.

6. A confirmation message will display:



The screenshot shows the 'Account' page with a green confirmation message: 'Your password has been updated!'.