ProPortal Guide: How to change your password after logging in

1. Once logged in to ProPortal, click on your name which should appear in the top right-hand corner, highlighted below.

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ට Home			Set Lavout For All Add Controls Reset	Schedule Targets Notifications 10
Reports		🗈 🖻 🚻 💿 📕		List view Calendar view
NFORMATION	\sim			Tomorrow - 10 Jul
EARNER ILP	\sim	Notice Board	Recent 'My Comments'	There are no Events
SUPPORT	\sim	Available Events	Message from Careers	11 Jul
FETINGS AND			Careers follow up meeting sent	There are no Events
OMMENTS	\sim	Upcoming Assessments	08/07	12 Jul
ISCELLANEOUS	\sim	No Records	Message from Industry Placement Team	There are no Events
Accessibility		More	The H&S assessment is now in place for o begin his	13 Jul
About		Upcoming 'My GROWTH	placement with at Please	There are no Events

2. A menu should appear just below your name, click on User Account:



3. A new page will load, displaying the below. Select 'Manage Password':

Account Details	Permission Groups Manage Password	
Username:		
Name:		
Email:		
Last Login Time:		09/07/2024 14:03:27
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4. You can then update the fields below to change your password, then press the blue 'Change' button.

Account [Details			
Account Details	Permission Groups	Manage Password		
Password Last Changed:			30/11/2023 15:27:03	
Password Expiry:			Password does not expire	
Change Pas	sword		•	
Current Password:			Current Password	
New Password:			New Password	
Confirm New Password:			Confirm New Password	
Change				
Passwords mus	t be 8 character(s) or	more in length		

5. The next time you log in to ProPortal you will need to use your new password.