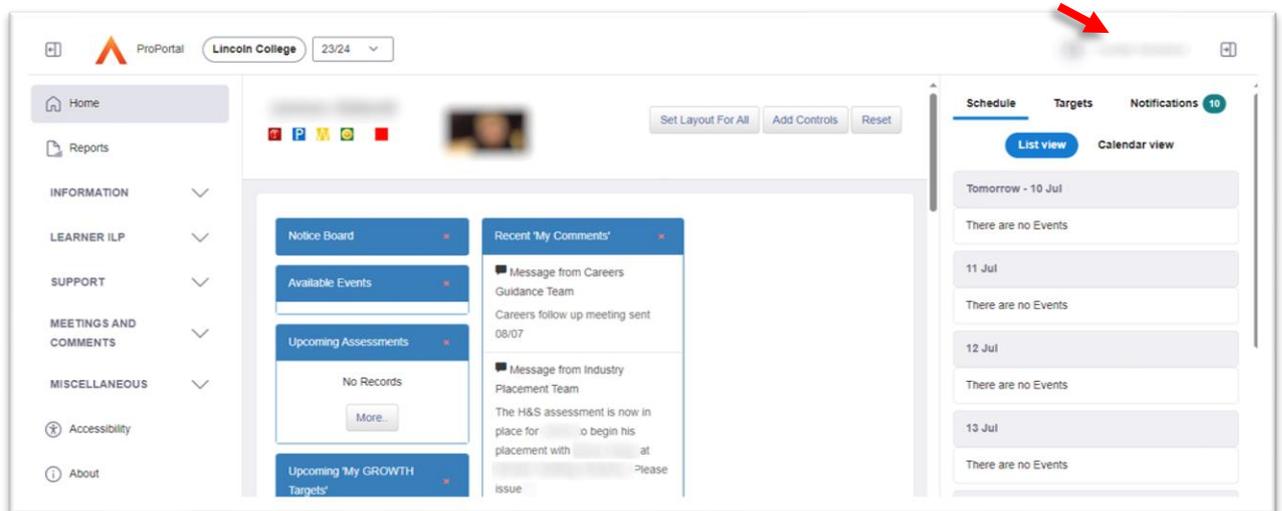
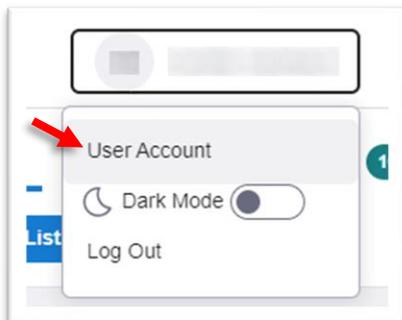


ProPortal Guide: How to change your password after logging in

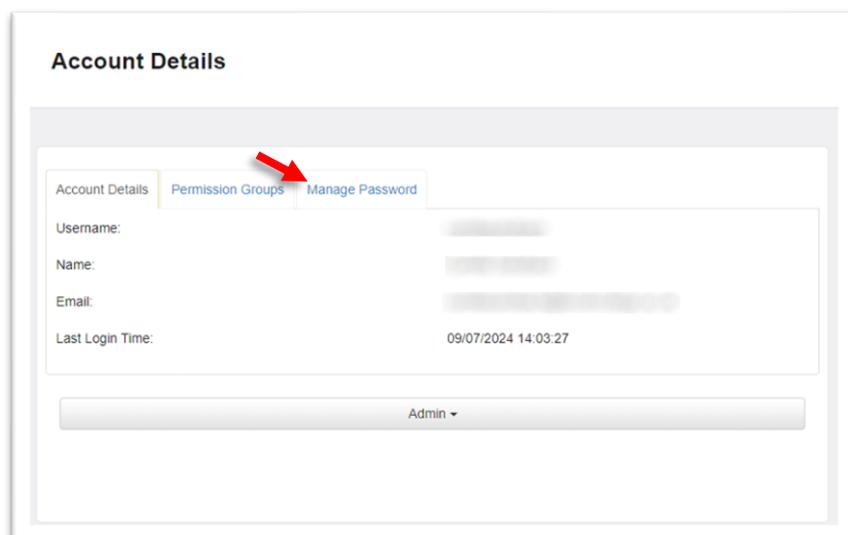
1. Once logged in to ProPortal, click on your name which should appear in the top right-hand corner, highlighted below.



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':



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 Password

Current Password:

New Password:

Confirm New Password:

Change

Passwords must be 8 character(s) or more in length

Admin ▾

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