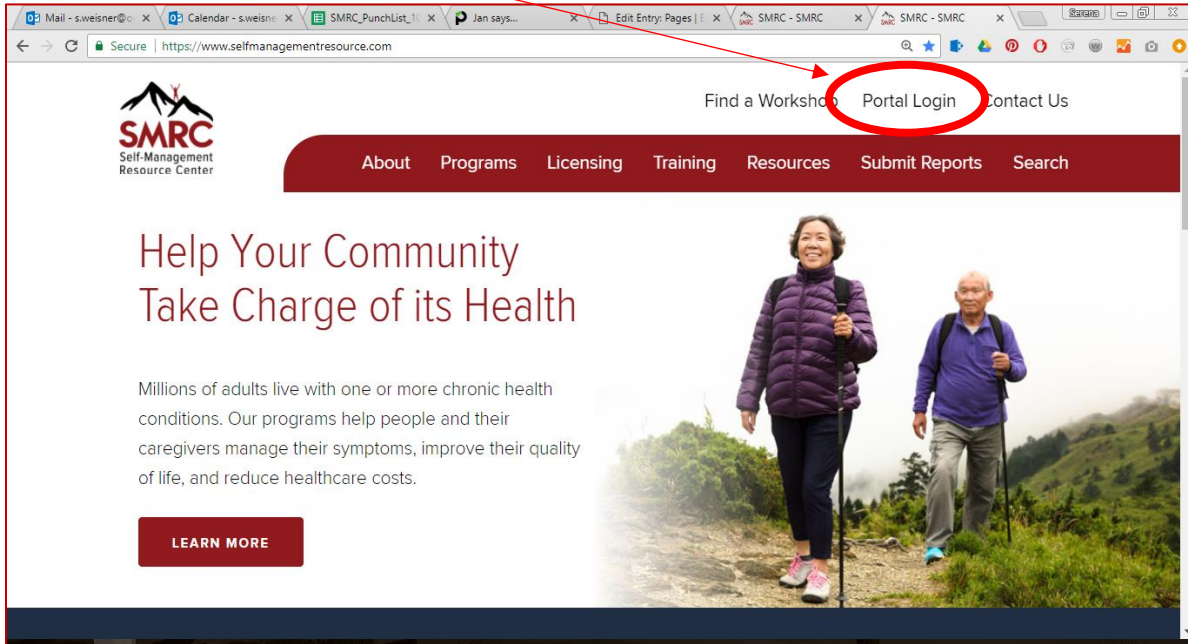
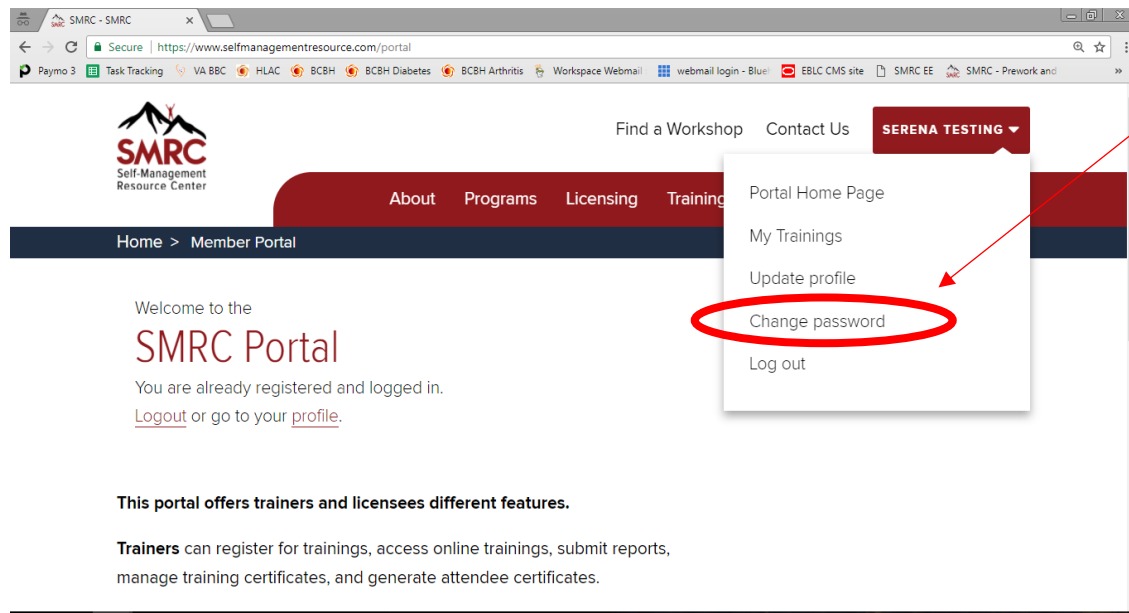


# SMRC Directions to Change a User Password (for Trainer and/or License Holders)

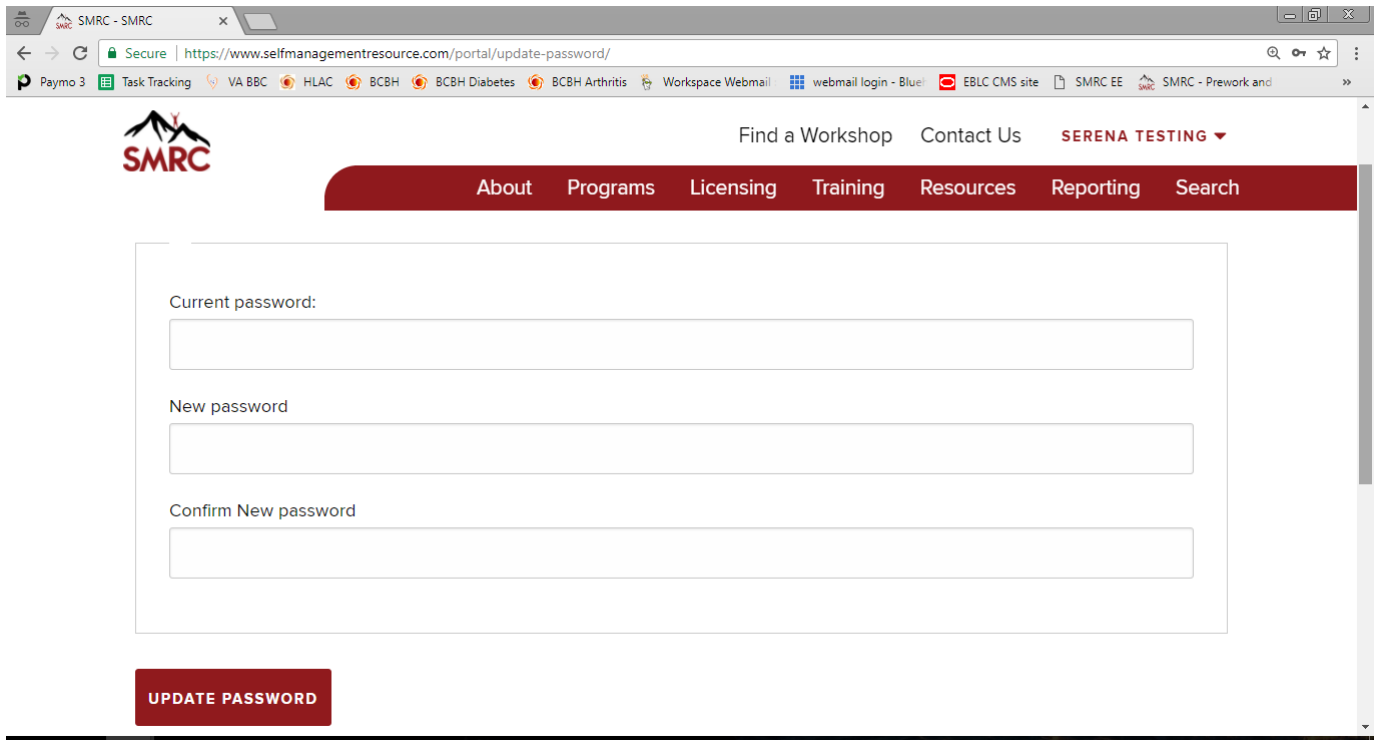
➔ From the SMRC home page ([www.selfmanagementresource.com](https://www.selfmanagementresource.com)), login to your portal using your email address and password.



➔ Once you are logged into your portal, hover your cursor over your name in the upper right corner. You will then see a dropdown menu with the options for managing your account. Click on Change Password.



➔ You will then be taken to a page that looks like the screenshot below. REMEMBER, your new password must contain an at least 1 uppercase letter, at least 1 lowercase letter, and at least 1 number. Click on Update Password at the bottom of the page to confirm your new password.



The screenshot shows a web browser window with the URL <https://www.selfmanagementresource.com/portal/update-password/>. The page features the SMRC logo on the left and a navigation menu on the right with links for 'Find a Workshop', 'Contact Us', and 'SERENA TESTING'. Below the navigation is a dark red bar with links for 'About', 'Programs', 'Licensing', 'Training', 'Resources', 'Reporting', and 'Search'. The main content area contains three text input fields labeled 'Current password:', 'New password', and 'Confirm New password'. At the bottom of the form is a red button labeled 'UPDATE PASSWORD'.