

Changing your e-portfolio password

7 Steps

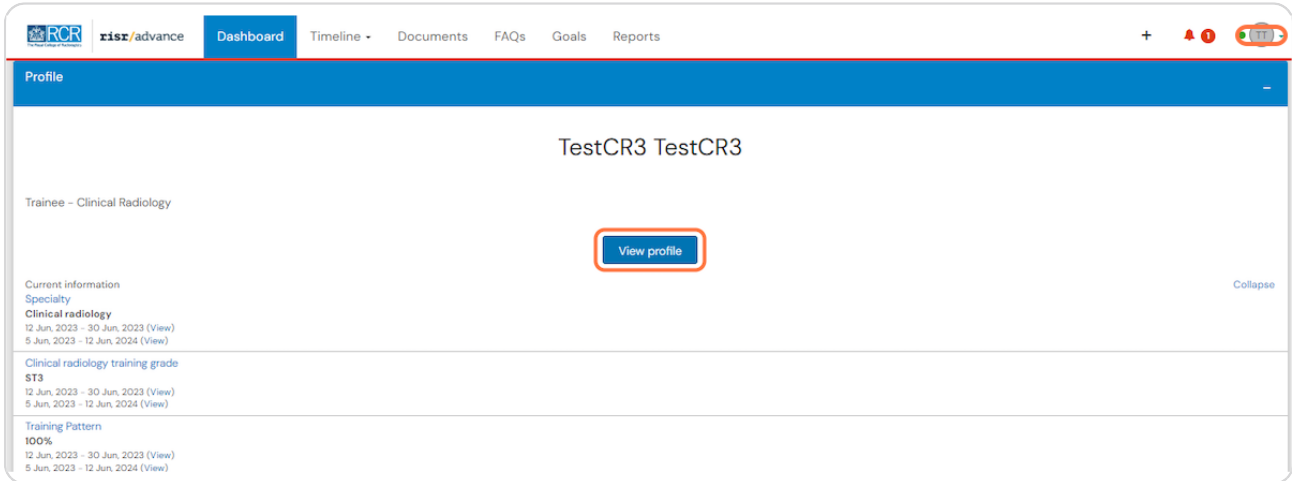
Created by
WDAT

Creation Date
June 30, 2023

Last Updated
July 17, 2023

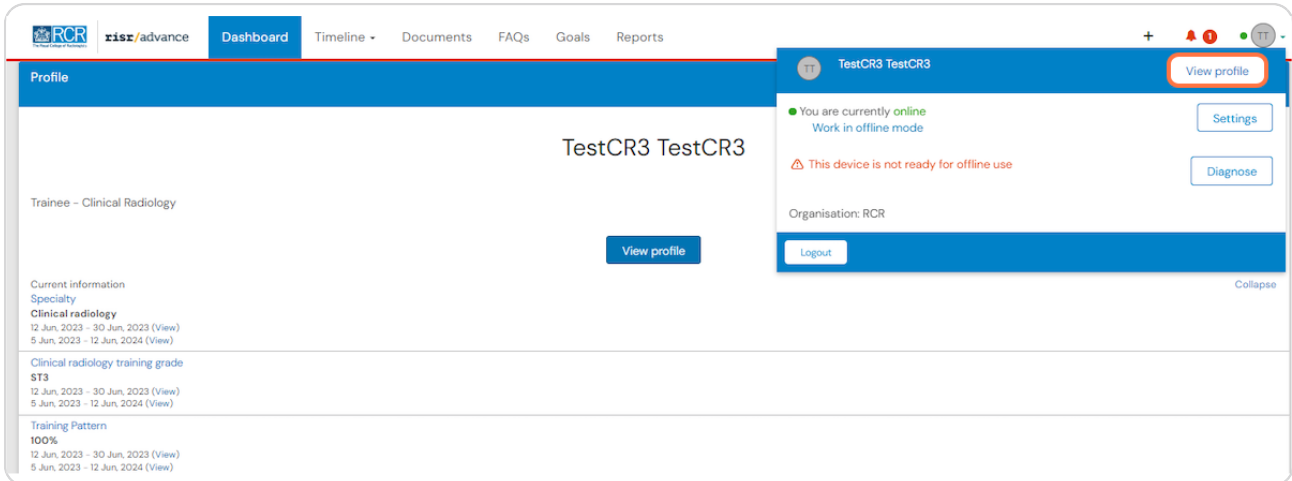
STEP 1

From your dashboard you can either click on View profile or on your initials in the top right corner



STEP 2

If you use the icon in the top right, you will then need to click on View profile



STEP 3

Click on Edit profile

This page will show a summary of your user information and this is a good opportunity to make sure that your information is up to date

The screenshot shows the RCR user profile page for 'TestCR3 TestCR3'. The user is a 'Trainee - Clinical Radiology'. The page is divided into several sections: 'Login information' (Username: TestCR3), 'Audit log' (showing profile edits and user creation), 'Details' (RCR Membership Number: 0003, Specialty: Clinical radiology), 'Emails' (Primary Email Address: TestCR3@rcr.ac.uk), and 'Information' (Current Information, Specialty: Clinical radiology, Locations: Test training programme 1, Test location, Clinical radiology training grade ST3, Training Pattern: 100%, OOPA: OOP - Experience). An 'Edit profile' button is visible in the top right corner.

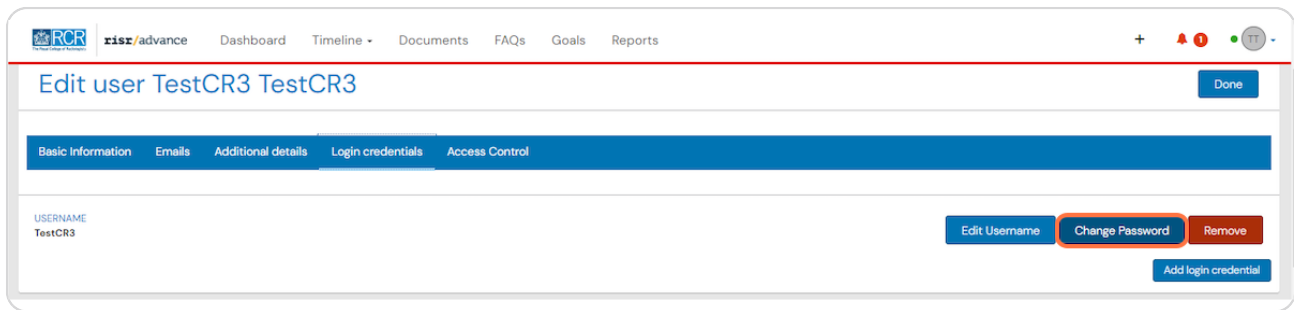
STEP 4

Click on Login credentials

The screenshot shows the RCR user profile page for 'TestCR3 TestCR3', specifically the 'Edit user' page. The 'Login credentials' tab is selected and highlighted. The page shows the user's profile picture (TT) and a 'Choose file' button. Below the profile picture, there are input fields for 'First Name' and 'Last Name', both containing the text 'TestCR3'. A 'Done' button is visible in the top right corner.

STEP 5

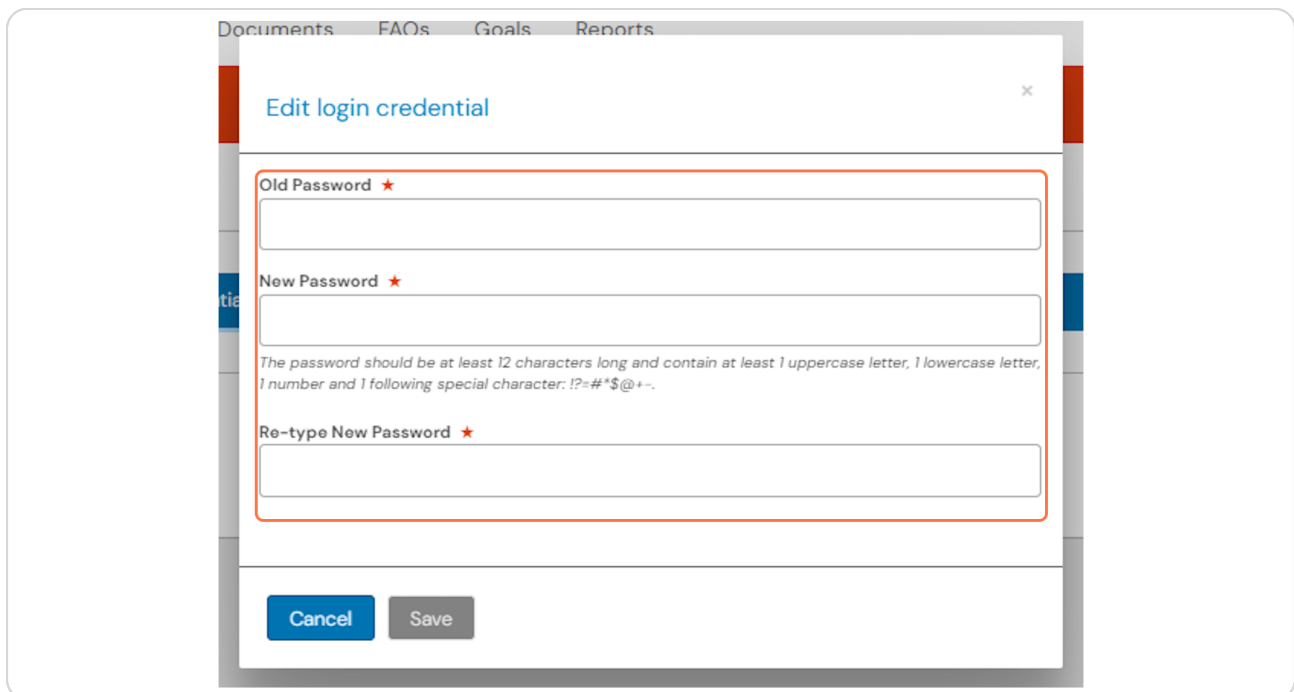
Click on Change Password



The screenshot shows the 'Edit user TestCR3 TestCR3' page. The navigation bar includes 'Basic Information', 'Emails', 'Additional details', 'Login credentials', and 'Access Control'. The 'Login credentials' tab is active. Below the tabs, the 'USERNAME' is listed as 'TestCR3'. To the right of the username, there are three buttons: 'Edit Username', 'Change Password' (highlighted with a red box), and 'Remove'. At the bottom right, there is an 'Add login credential' button.

STEP 6

Enter your current password and your new password and click on Save



The screenshot shows the 'Edit login credential' dialog box. It contains three input fields: 'Old Password', 'New Password', and 'Re-type New Password'. Below the 'New Password' field, there is a password strength requirement: 'The password should be at least 12 characters long and contain at least 1 uppercase letter, 1 lowercase letter, 1 number and 1 following special character: !?=#*\$@+,-.'. At the bottom of the dialog, there are 'Cancel' and 'Save' buttons. The three input fields are highlighted with a red box.

STEP 7

Click on Done

The screenshot shows a web interface for editing a user. At the top, there is a navigation bar with the RCR logo and the text 'risz/advance'. The main navigation menu includes 'Dashboard', 'Timeline', 'Documents', 'FAQs', 'Goals', and 'Reports'. The page title is 'Edit user TestCR3 TestCR3'. Below the title, there is a 'Done' button. A blue navigation bar contains the following tabs: 'Basic Information', 'Emails', 'Additional details', 'Login credentials', and 'Access Control'. The 'Login credentials' tab is currently selected. Below this bar, the 'USERNAME' is listed as 'TestCR3'. To the right of the username, there are three buttons: 'Edit Username', 'Change Password', and 'Remove'. At the bottom right, there is a button labeled 'Add login credential'.

