

Changing your e-portfolio password

7 Steps

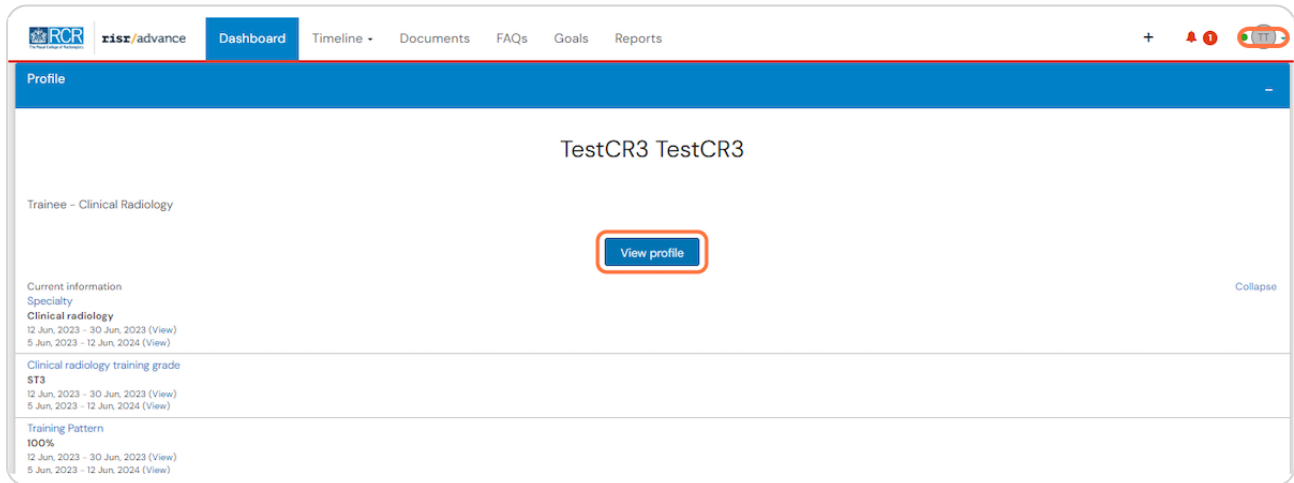
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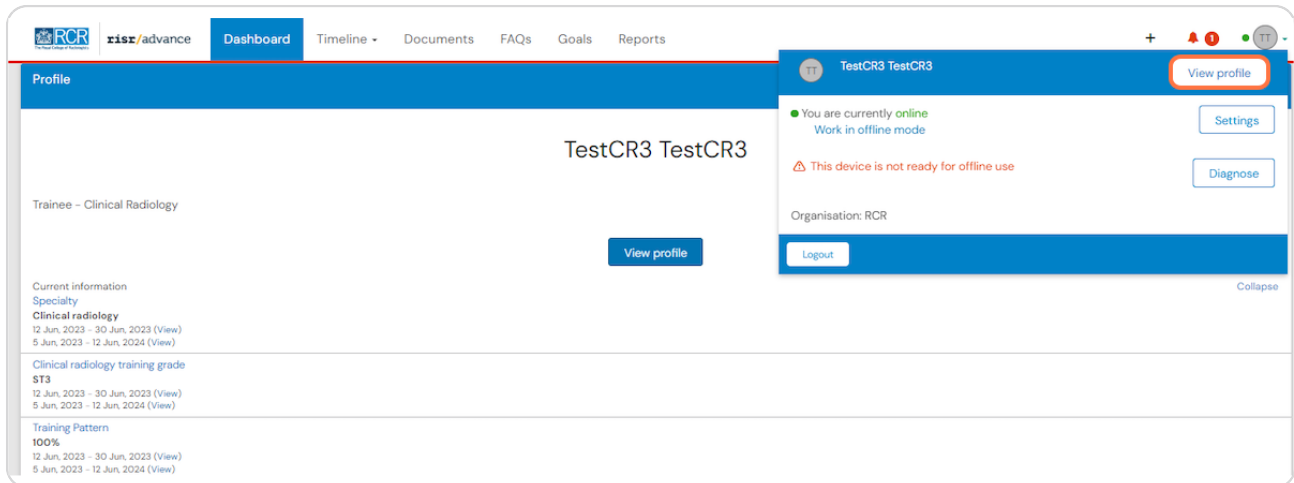
STEP 1

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 identified as 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.

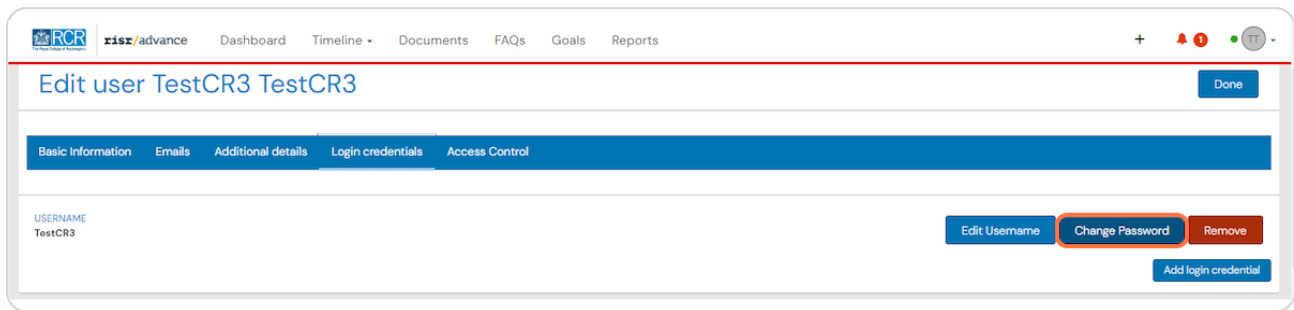
STEP 4

Click on Login credentials

The screenshot shows the 'Edit user TestCR3 TestCR3' page. The 'Login credentials' tab is selected and highlighted with a red box. The page contains input fields for 'First Name' and 'Last Name', both containing the text 'TestCR3'. There is also a 'Profile picture' section with a 'Choose file' button and instructions: 'Please make sure the photo is square and at least 100 x 100px. Maximum file size is 2MB.' A 'Done' button is located in the top right corner.

STEP 5

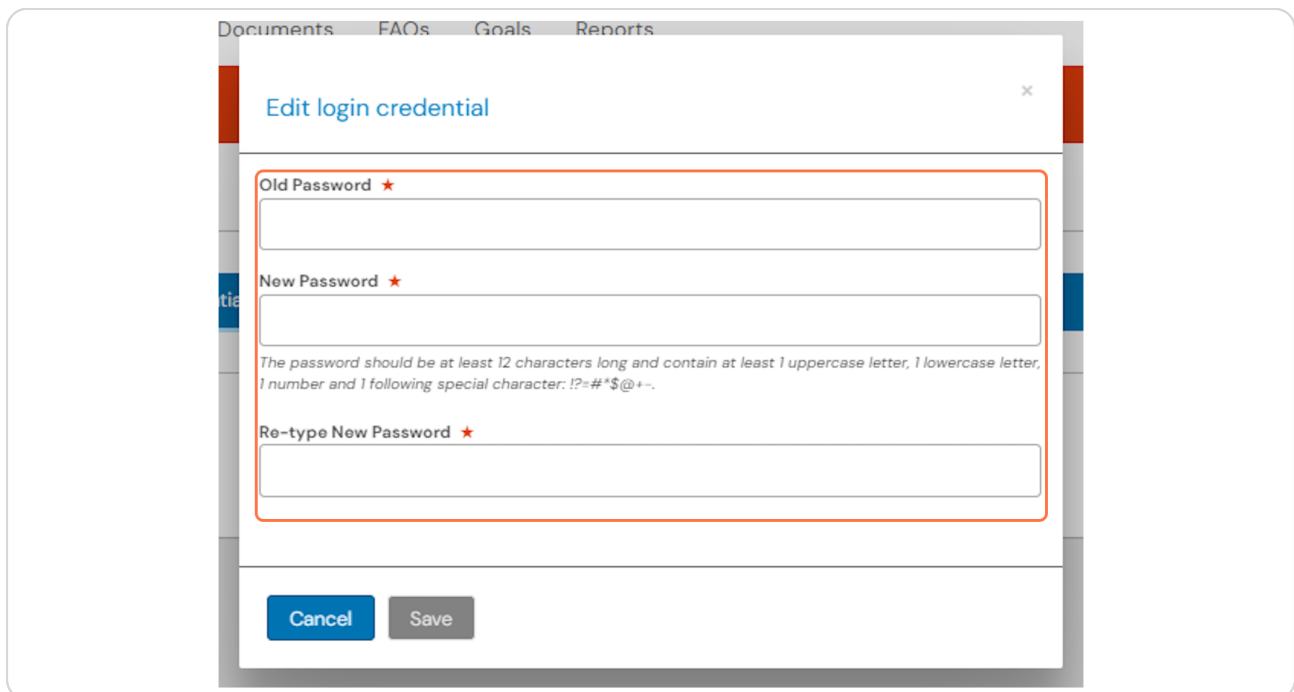
Click on Change Password



The screenshot shows the 'Edit user TestCR3 TestCR3' page. The page has a navigation bar with 'Basic Information', 'Emails', 'Additional details', 'Login credentials', and 'Access Control'. The 'Login credentials' tab is selected. 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 has three input fields: 'Old Password', 'New Password', and 'Re-type New Password'. The 'New Password' field has a red asterisk next to it. 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 entire dialog box is highlighted with a red border.

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 content area is titled 'Edit user TestCR3 TestCR3'. Below the title, there is a horizontal menu with five tabs: 'Basic Information', 'Emails', 'Additional details', 'Login credentials', and 'Access Control'. The 'Login credentials' tab is currently selected. Underneath the menu, the text 'USERNAME' is followed by 'TestCR3'. To the right of the username, there are three buttons: 'Edit Username', 'Change Password', and 'Remove'. Below these buttons is a button labeled 'Add login credential'. In the top right corner of the page, there is a 'Done' button.

