How to update your user account password on **cpsboard.org**

1. **Visit cpsboard.org.**

2. **Log into your cpsboard.org user account.**
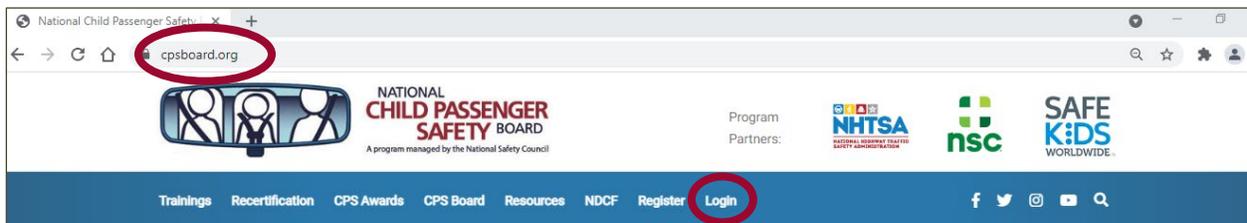
- REMEMBER: This is the username and password that you just set up and is different from the username and password for your Safe Kids Certification profile.

- Once you are logged into your cpsboard.org user account, a "**Howdy, [your name]**" will appear in the top right-hand corner.
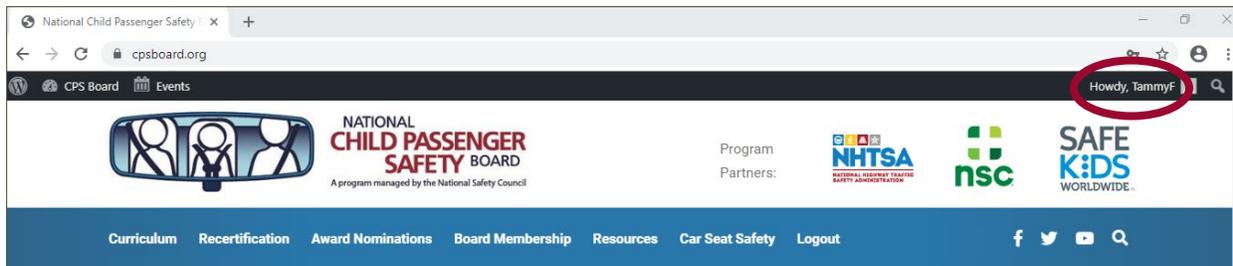
3. **Click on "Howdy, [your name]" in the top right-hand corner to go to your cpsboard.org user account page.**
4. **Scroll down to the Account Management section.**

5. Click on Generate Password.
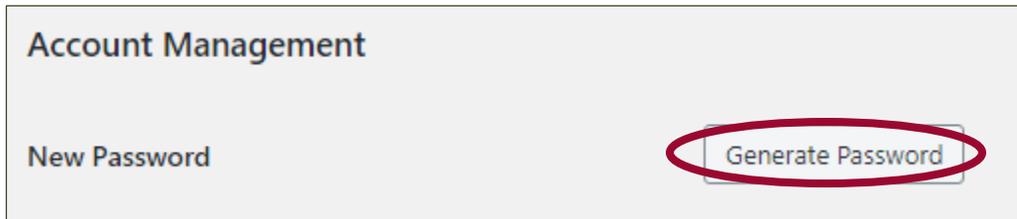
- Delete suggested password.
- Enter your new password.

6. Click on Update Profile at bottom of page.

- Your password is now updated.

Questions? Email secretariat@cpsboard.org.