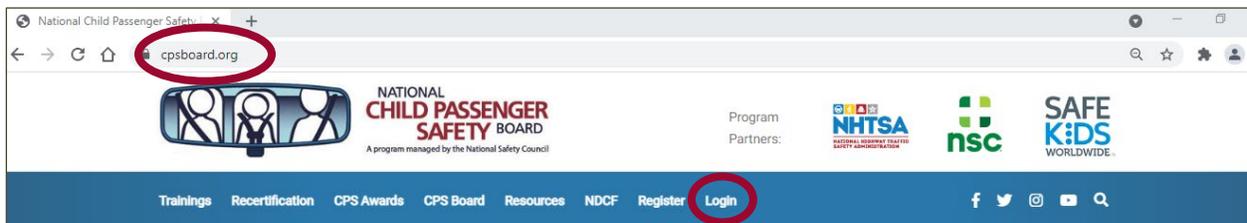




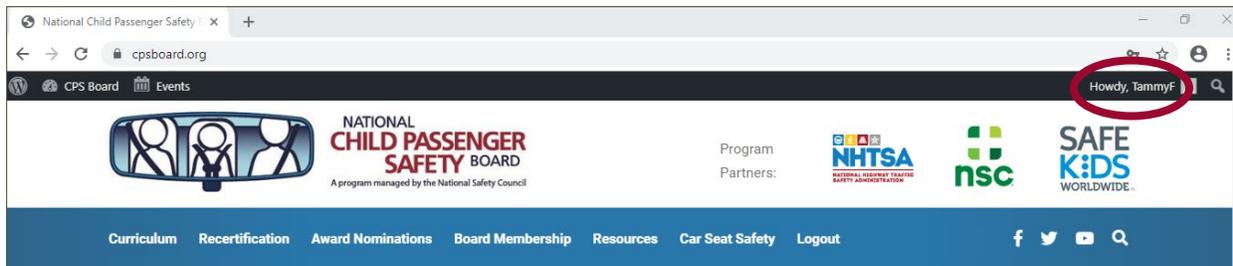
A program managed by the National Safety Council

How to update your user account password on cpsboard.org

1. Visit cpsboard.org.
2. Log into your cpsboard.org user account.

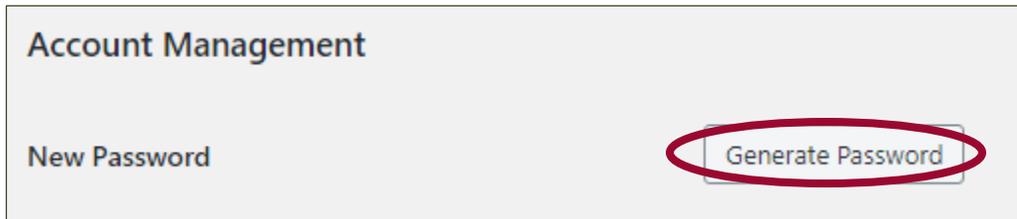


- REMEMBER: This is the username and password that you just set up and is different from the username and password for your Safe Kids Certification profile.
- Once you are logged into your cpsboard.org user account, a “Howdy, [your name]” will appear in the top right-hand corner.



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.



The image shows a screenshot of a web interface for 'Account Management'. The title 'Account Management' is at the top left. Below it, on the left side, is the text 'New Password'. On the right side, there is a button labeled 'Generate Password'. This button is highlighted with a red oval, indicating it is the focus of the instruction.

- 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.