Manually Resetting Password

This is a walk-through to manually reset your password before it expires.

When you are logged into an agency:

- 1. Click the launch pad.
- 2. Click Preference Management (if not already favorited in Your Pages go to All Pages).

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	Welcome,		
Q	You have lasks 💭		
	CREATE NEW RECORD	YOUR PAGES ALL PAGES	Q Filter pages
	Links to records and other items that you open will appear here.	 ■ LIVISE FOOT USER MANAGEMENT ☆ User Info ☆ Preference Management ☆ Public User 	 ☆ Building Reports ☆ Accela Ad Hoc Reporting ☆ Cashier Reports ☆ Planning/Code Reports ☆ Public Works Reports

- 3. Click Change Password.
- 4. Enter your Old Password then you New Password then your New Password again.
- 5. Click Submit.

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	Preference	Menu v Submit Reset Help	
Q	Change Password	User ID 5	
		Old Password *	
	3	New Password *	
		Confirm New Password *	
Preference Management			



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