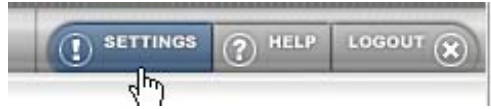# EDUFOLIO: CHANGING YOUR PASSWORD

1. Log in to Edufolio using your current password.

2. On your My Edufolio portal page, locate and click on the Settings button.

3. Locate and click on the last link, "Change User Account Information."

4. Scroll down and locate the *New Password* and *Re-Type New Password* fields.

   Type in your preferred password and then re-type it. Click "Save.

   *Note: your email must remain as your official shermancollege.net email address.