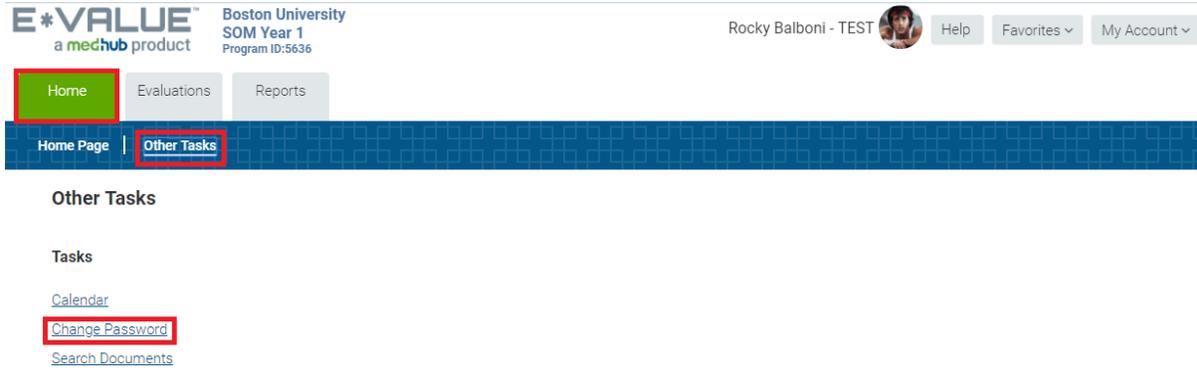# Change User Name & Password

1. **From the Home page the <u>Change Password</u> tool is located under the Home tab:**
   a. *Home > Other Tasks > Change Password*

2. **After clicking the "Change Password" menu item, you will be brought to the "Change User Name or Password" page.**
   a. You may change your User Name, if desired.
   b. It is recommended that you periodically update your password to prevent unauthorized access to your account.

Step 1: Enter the desired user name in the "**New User Name"** text box.

Step 2: Then, confirm desired user name in the "**Confirm User Name"** text box.

Step 3: Click the "**Update User Name And/Or Password"** button.

Step 4: Enter the current password in the "**Current Password"** text box.

Step 6: Then, enter the desired password in the "**New Password"** and "**Confirm Password"** text boxes.

Step 7: Click the "**Update User Name And/Or Password"** button.

Any questions/concerns related to E*Value can be directed to the [E*Value Help Desk](#)