An end user may modify their account profile and/or change their password. **Note:** For additional information relevant to the previous text, place the cursor over the information icon ⓘ. Complete the following steps to edit an ITA account:

1. Navigate to the *Manage Account* screen by selecting option from the dropdown *Navigation Menu*.

2. To change the password on the account, click the *Change Password* hyperlink*.*

3. To edit the Profile field(s), click *Update Profile* button*.*

4. Type the current password into the *Current Password* field.

5. Type the new password into the *New Password* field*.* **Note:** New passwords must meet the password requirements (e.g., Contain a minimum of 12 characters, and include at least one lowercase letter, uppercase letter, number, and punctuation).

6. Re-type the new password into the *Confirm New Password* field.

7. A user may cancel the password change by clicking the *Cancel* hyperlink.

8. Click *Save Password* to save the changed password.

9. Make the required changes in the appropriate fields*.*

10. Click *Save Updates.*