

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 **i**. Complete the following steps to edit an ITA account:

1. Navigate to the *Manage Account* screen by selecting *Manage Account* 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 8 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. To edit the Profile fields, click the *Update Profile* button (see 3 above) and make the required changes in the appropriate fields.
10. Click *Save Updates*.



## Manage Account

Profile | API Token

**Profile**

To update your password, select **Change Password**

**Update Profile**

First Name: Alex  
 Last Name: Jones  
 Company Name: ABC Company  
 Job Title:  
 Email: alex.jones@abccc.com  
 Phone Number: 212-555-1212

Change Password

User Name  
 User: 1234

Current Password **4**

New Password **5**

Confirm New Password **6**

Password Policy  
 • Must be at least 12 characters  
 • Must include at least one of each of the following:  
 - Lowercase letter  
 - Uppercase letter  
 - Number  
 - Punctuation

**7** **8**  
**Cancel** **Save Password**

## Manage Account

Profile | API Token

**Profile**

\* Required Fields **9**

First Name \*  
 Alex

Last Name \*  
 Jones

Company Name \*  
 ABC Company  
Please enter the name of the company for which you currently work.

Job Title

Email \*  
 alex.jones@abccc.com

Phone Number \*  
 212-555-1212

**10**  
**Cancel** **Save Updates**