**How to change your password for the online PCA New Hire Orientation**

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| **Step** | **Instruction** | **Screen Shot** |
| 1 | From the main menu, click on the **Toggle Main Menu** in the upper right corner to expand the selection. |  |
| 2 | Click on “Edit Profile” |  |
| 3 | This page opens after you click on “Edit Profile”. From here, click on “Change Password”. |  |
| 4 | This is the “Change Password” screen.  Follow the prompts and click on “Update”. |  |