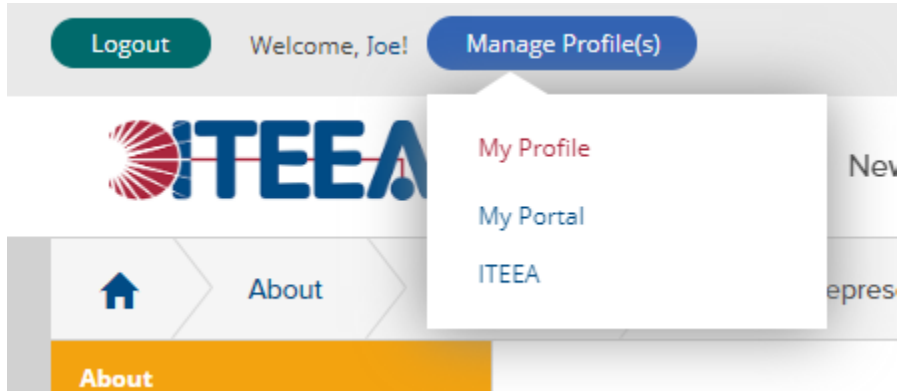
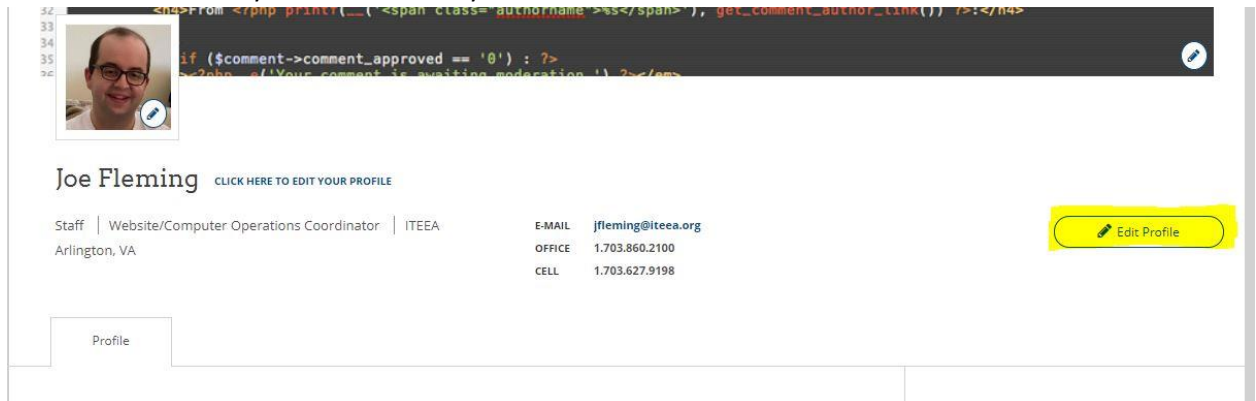


How to Change your ITEEA Login Username/Password

1. Login To Your ITEEA Account at www.iteea.org
2. Once logged in, click the “Manage Profile(s)” button next your name in the top-left hand corner of the screen, and from the dropdown, select “My Profile”:



3. From your profile screen, click the “Edit Profile” button on the right-hand side of the screen, or click the link next to your name that says “CLICK HERE TO EDIT YOUR PROFILE”:



4. Once you have entered the edit profile menu, select the tab “Account Settings”:

A screenshot of the 'Account Settings' tab in the edit profile menu. The tab is highlighted in yellow. Below the tab, there are several input fields for personal information. The 'Personal Info' section includes fields for 'PREFIX', 'FIRST NAME*' (containing 'Joe'), 'MIDDLE INITIAL', 'LAST NAME*' (containing 'Fleming'), 'SUFFIX', and 'PREFERRED NAME'. At the bottom right, there are two buttons: 'Save changes' (blue) and 'Cancel' (red).

To Change Your Password:

5. From “Account Settings”, you must enter your current password (used to login with) and enter your desired password and then enter it again to confirm. Select “Save Changes” and your password will be updated:

Change Passwords

CURRENT PASSWORD

NEW PASSWORD

CONFIRM PASSWORD

Save changes

To Change Your Username:

5. From “Account Settings”, find the box that titled “Request New Username” and click the link that reads “Send a request!”. An email will be automatically drafted, you only need to include the name on your account and the desired email to change your username to and then send. You will receive confirmation of your new username by email from iteea@iteea.org:

Request New Username

Your username is your email address. If your email address has changed and you would like to update your username please contact the system's administrator.

[Send a request!](#)
