

# How To Change Your Password In Paragon

**Step 1.** Select User from the Preferences Menu in Paragon.



**Step 2.** Under the Application Settings, select the Login/Password Maintenance link.



**Step 3.** In the box labeled **Old Password**, type in your current Paragon Password.

**Step 4.** Type our desired password in the box labeled **New Password**. Your password must be at least 4 characters.

**Step 5.** Retype your new password in the **Verify New Password** box.

**Step 6.** Click the **Save** button to save your changes