Changing Your Password

Log in to the individual CommPortal

(or access the individual settings from the Admin Portal)

On the bottom of the page, click on the hyperlink “Change Password”

In the pop-up that appears, enter the current and the new password that you would like to use.

***Please note that the password will need a capital letter, a lowercase letter, a number, and a symbol***

Confirm the new password by entering it again.

Click “Confirm” to make the change.

Your CommPortal password has now been updated!