



HOW TO CHANGE YOUR PASSWORD

1. Login to your Yahoo! Account (which, as a reminder, is only used for logging-in).
2. On the upper left side of the page, you should see the toggle (black arrow) ▼ between your yahoo account and your CETPA.org account.
3. Make sure you stay at the Yahoo! Account for this process.
4. When you click on the arrow down, you will see:
 - a. Contacts
 - b. Account Info
 - c. Account Signed In
 - i. Both Cetpa.org and Yahoo e-mail
5. Click on Account Info
 - a. Yahoo! will ask you for your password again (for security reasons)
 - b. Enter your password
 - c. There you will be able to:
 - i. EDIT your profile
 - ii. EDIT your contact information
 - iii. CHANGE your password.
 1. Make sure to select something you will easily remember.
6. Please do not change any other account information besides your password.
7. Do not give your password to anyone, regardless of who it is.

If you have any questions, contact me at 678-778-1248 (Paolo).