

User Manual For Change Password

This Change Password Page where Admin and Member can change their ACCEA Account password.

The screenshot shows the ACCEA website header with the logo and navigation menu. The main content area is titled "CHANGE PASSWORD" and includes a note "(*) Fields Are Mandatory". There are three input fields: "Old Password", "New Password", and "Confirm New Password". Below these fields are "Update" and "Reset" buttons. Numbered annotations point to each field and the "Update" button:

1. Enter Old Password
2. Enter New Password
3. Enter Confirm Password
4. Update
5. Reset

Figure: CP1

Steps:

1. Enter Old Password.
2. Enter New Password.
3. Enter Confirm Password.
4. Click on Update button.

-> If the **Confirm Password** is matches with the **New Password** then password will be changed and it will be redirect to the **Login Page**.

-> If the **New Password** is not match with the **Confirm Password** then the alert message will displayed as shown below Figure: CP2.

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(ACCEA)
UDUPI

Home Members Events Event Transaction Report BulkSMS Change Password Logout

CHANGE PASSWORD
(* Fields Are Mandatory)

* Old Password
.....

* New Password
.....

* Confirm New Password
....

Confirm and New Password is not Matching

Update Reset

Figure: CP2

->If you click on **Update** button without entering Old Password, New Password and Confirm Password it will display the alert message as shown below Figure: CP3.

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Home Members Events Event Transaction Report BulkSMS Change Password Logout

CHANGE PASSWORD
(* Fields Are Mandatory)

* Old Password
Please Enter Old Password

* New Password
Please Enter New Password

* Confirm New Password
Please Confirm New Password

Update Reset

Figure: CP3

5. If you click on **Reset** button it will clear the Old Password, New Password and Confirm Password texts.