

HOW TO CHANGE YOUR PASSWORD

On the OAWWA website, sign in using the Sign In box on the homepage or the Sign In link at the top of every page.

The screenshot shows the OAWWA website homepage. At the top, there is a navigation bar with links for "Contact Us", "Sign In", and "Create a Profile". A red arrow points to the "Sign In" link. Below the navigation bar is the Ohio Section logo and the tagline "A better Ohio through better water". A horizontal menu contains links for "Ohio Section", "Membership", "Training & Events", "Annual Conference", "Jobs", and "Resources". The main content area features a large banner for "UPCOMING EVENTS" with a "VIEW" button. Below the banner, there is a "Sign In" section with a "Sign In securely" button, which is highlighted by a red arrow. To the left of the sign-in box, there is a "Welcome to the new OAWWA.org!" message and a list of new site features. At the bottom, there are links for "Latest News" and "OAWWA Calendar". The Windows taskbar is visible at the bottom of the screen.

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Click Manage Profile under the right hand side of the screen.

The screenshot shows a web browser window displaying the OAWWA website. The browser's address bar shows the URL <https://oawwa.site-ym.com/members/>. The website header includes the OAWWA logo, the text "Ohio Section American Water Works Association", and the slogan "A better Ohio through better water". Navigation tabs include "Ohio Section", "Membership", "Training & Events", "Annual Conference", "Jobs", and "Resources".

The main content area is titled "EMILY DAVIS" and features a "My Profile" sidebar on the right. A red arrow points to the "Manage Profile" link in this sidebar. The sidebar also includes links for "Profile Home", "Groups", "Messages", "Connections", "Membership Info", and "Refer a Friend".

The main profile area shows a message: "Your profile is hidden. It cannot be seen by other members of the community." Below this is a "Feeds" section with tabs for "Wall" and "Bio". A post from Emily Davis is visible, stating "Emily Davis registered for the event SE District Friends & Family Night. Posted 3/29/2017".

The "Latest News" section includes a post from 13 minutes ago: "The Value of Water 3/2/2017 Ohio town wins top US tap water prize". The "OAWWA Calendar" section lists several events, including "Southern Ohio Utility Expo" on 4/11/2017, "Lake Erie Water Plant Group Spring Meeting" on 4/11/2017, "Northern Ohio Water & Wastewater Expo" on 4/13/2017, and "SE District Spring Study Session" on 4/17/2017.

The footer of the browser window shows the system tray with the time 12:33 PM on 3/31/2017 and the text "YOU ARE SIGNED IN AS: EMILY DAVIS (SIGN OUT)" and "ADMIN DASHBOARD | RETURN TO PREVIOUS ADMIN PAGE | SITE RESOURCE MANAGER | EDIT MODE [OFF]".

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From the Manage Profile, click Edit Bio.

The screenshot shows a web browser window displaying the 'MANAGE PROFILE' page for the Ohio Section of the American Water Works Association. The page has a navigation bar with links for 'Ohio Section', 'Membership', 'Training & Events', 'Annual Conference', 'Jobs', and 'Resources'. The main content area is divided into two columns. The left column, titled 'MANAGE PROFILE', contains several sections: 'Profile Home', 'Information & Settings' (with a red arrow pointing to the 'Edit Bio' link), 'Invoicing, Payments & History', 'Content & Features', and 'Community'. The right column, titled 'My Profile', contains links for 'Profile Home', 'Manage Profile', 'Groups', 'Messages', 'Connections', 'Membership Info', and 'Refer a Friend'. Below this is a 'Latest News' section with a 'MORE' link, showing a news item from 3/2/2017. At the bottom, there is an 'OAWWA Calendar' section with a 'MORE' link, showing several events from 4/11/2017 to 4/17/2017. The browser's address bar shows the URL 'https://oawwa.site-ym.com/members/manage_profile.asp'. The system tray at the bottom indicates the user is signed in as Emily Davis and the date is 3/31/2017.

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From the Edit My Member Profile page, click change link next to Password. Type in your new password and click Submit.

The screenshot shows the 'EDIT MY MEMBER PROFILE' page on the Ohio Section website. The page is divided into two main sections: 'Account Information' and 'My Profile'. The 'Account Information' section contains several fields: 'Your Personalized URL', 'Username', 'Password', 'E-Mail Address', 'Confirm E-Mail', 'Headshot Image', 'Gender', 'Title', 'Full Name', 'Suffix', 'Maiden Name', and 'Address'. A red arrow points to the 'Password' field, which has a '(change)' link next to it. The 'My Profile' section includes links for 'Profile Home', 'Manage Profile', 'Groups', 'Messages', 'Connections', 'Membership Info', and 'Refer a Friend'. Below this is a 'Latest News' section with a 'MORE' link and a list of news items. At the bottom, there is an 'OAWWA Calendar' section with a 'MORE' link and a list of calendar events. The website header includes the Ohio Section logo, navigation links, and a search bar. The footer shows the user is signed in as Emily Davis and provides links to the admin dashboard and site resource manager.