

Knowledge Base

School of Medicine Office of Information Technology

### <u>Change your Password in EMS</u> (For SP User's Only)

1. Click on your Username located at the top right-hand corner of the window.



#### 2. Click on Profile.

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3. Type in your desired password in both Password AND Confirm Password sections.

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### School of Medicine Office of Information Technology

## Knowledge Base

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4. Click Save All Changes then click Home.

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